



BridgeInspect™ Collector 5.0

BIAS User Manual

inspect*t***ech**



INDOT BIAS 5.0 Collector Manual

Table of Contents

Introduction to the BridgeInspect™ Collector	4
Requirements for the BridgeInspect™ Collector	4
Versions (Laptop/Online)	4
How to Log In to the BridgeInspect™ Collector Web Site	5
How to Log In to the BridgeInspect™ Collector Laptop Version	6
How to Change Your Password	7
How to Logout Securely	7
How to Navigate Back to the Main Page.....	8
How to Use the Quick Select Field.....	9
How to Check Your Messages.....	10
How to Navigate to the BridgeInspect™ Manager	10
View Asset Group	11
How to Create an Inspection Report.....	13
How to Edit a Report.....	15
How to Navigate Through the Report Forms.....	16
How to Use the Right-Hand Side Bar.....	17
How to Review a Report PDF, Submit a Report for Approval, and Delete a Server Report.....	18
How to Approve a Final Report; Stop the Review Process, Submit a Report for Review, and/or View the Audit Report ..	20
How to Use the Filter Function.....	21
How to Use an “And/Or” Filter.....	22
How to Use a Multiple Criteria Filter.....	23
How to Attach a Single Picture to a Report.....	24
Attaching Multiple Files/Pictures to a Report.....	26
How to Link a Picture to a Specific Field.....	28
How to Set a Picture as the Cover Page and How to Include a Picture in a Printed Report	30
How to Change the Picture Ordering in a Report.....	31
How to Edit Which Forms Appear With a Report	32
How to Manage the Report Sections of a Report.....	33
How to Add a Comment to a Report	36
How to View the National Bridge Inventory (NBI) Calculations from an Inspection Report.....	37

INDOT BIAS 5.0 Collector Manual

How to Perform an Error Check	38
How to View Historical Inspection Reports.....	39
How to Edit a Picture Using InspectTech's Image Editor	41
How to Create a New Asset	44
How to Edit an Existing Asset	45
How to Archive a Bridge.....	46
How to Delete a Bridge	46
How to Add a New User	47
How to Run an Audit-Report	49
How to Run Summary Reports	50
How to Create a County Summary Report Booklet.....	51
Picture Output in a County Summary Report Booklet.....	53
BIAS Issues (Contact Information).....	54

INDOT BIAS 5.0 Collector Manual

Introduction to the BridgeInspect™ Collector

The BridgeInspect™ Collector 5.0 is an easy to use software package designed to assist bridge inspectors with completing and submitting reports for approval. Inspectors are able to generate a complete, standard report that is concise and readily available on command. With countless options available through the software (e.g., multiple picture uploads), the inspection reports will be more accurate, thorough, reliable, and readily available. This software allows inspectors to start and even complete inspection reports while in the field using a laptop/tablet computer. Inspectors can also use the application at their desks to review, revise, or submit reports for review. Overall, the inspection process is easier, more efficient, and very effective for all personnel responsible for inspecting and managing bridges.

Requirements for the BridgeInspect™ Collector

- A screen resolution of at least 1024 x 768 (1280 x 960 preferred)
- A computer system with at least a 1 Gigahertz (GHz) processor with 1 gigabyte (GB) of random-access memory (RAM) for optimal performance
- Internet Explorer 6.0 or higher
- Adobe Acrobat Reader 6.0 or higher
- For the Laptop version, 10 GB of free disk space are required. This is required for the application and basic data associated with the bridges. Since the system will be storing all of the pictures and attachments related to the bridges, additional space may be required depending on the number of inspections and amount of pictures.

Versions (Laptop/Online)

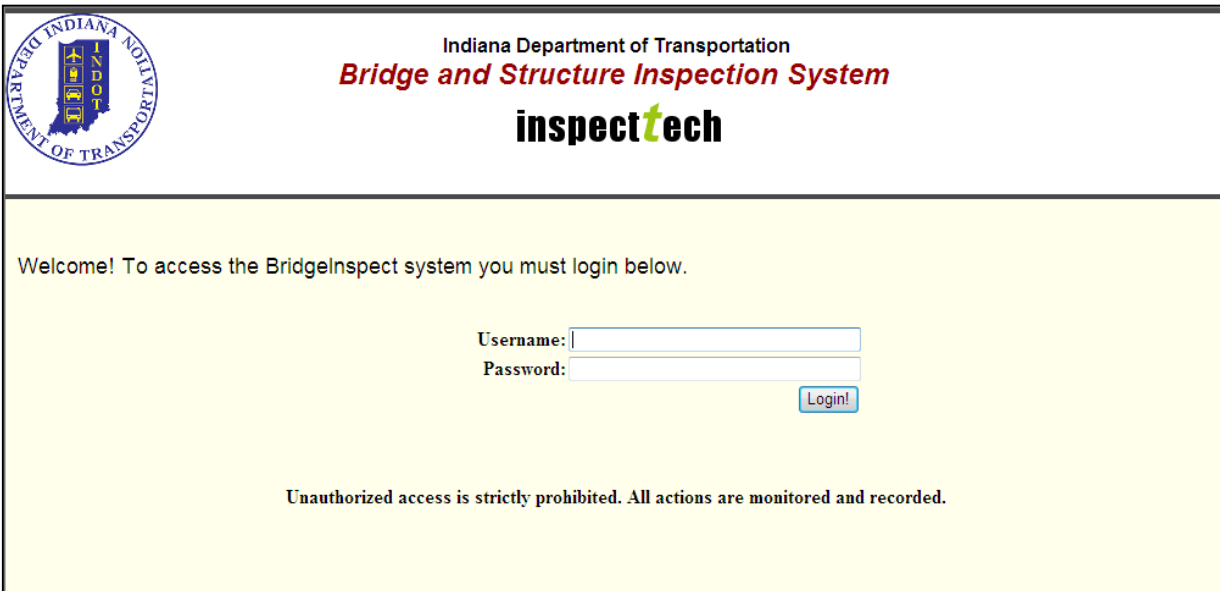
The BridgeInspect™ Collector has 2 separate versions: laptop and online. The laptop version is designed for inspectors to begin the inspection report process while in the field. There is no need for an Internet connection and it has the same exact layout as the online version. The data retrieved on the laptop can be synchronized to the server, which will transfer all the data to the online version and retrieve any relevant data changes. The online version is a Web-based program that inspectors will use in the office for completing, reviewing, and submitting reports.

INDOT BIAS 5.0 Collector Manual

How to Log In to the BridgeInspect™ Collector Web Site

1. To log in to the BridgeInspect™ Collector site, open your Internet browser and type <http://inbridges.com/> or <https://myweb.in.gov/INDOT/bridges/> into the address bar. This information should have been provided to you in an e-mail or given to you directly by an administrator.

➤ Below is what the login page should look like.

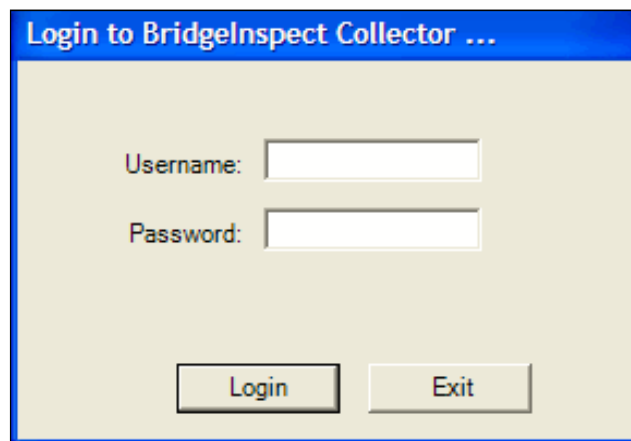


2. Once the login page is uploaded, you can create an icon on your desktop (a shortcut to the BridgeInspect™ Collector Web site) so it will take you directly to the login page with one click. To create a shortcut icon, follow these steps.
 - From the login page, right click on the page.
 - From the options listed, select “Create Shortcut” and click the OK button.
3. To enter the BridgeInspect™ Collector site, type your username and password into the appropriate fields and click the Login button. **Note: Your user name and password should have also been provided to you by an administrator. However, once you log into the system, you are able to change your password. This will be covered later in the user manual.** Once you log in, the BridgeInspect™ Collector Main Page will appear.
 - If for some reason there is an error with your user name or password, a message will appear in red at the top-left-hand corner that says, “User name/password failed!” If this happens, try again to assess if it was a typing error. If this is not the case, contact your administrator to see if you have the correct login credentials.
 - **Note: If a user forgets his or her login information, he or she must contact a system administrator to have the password reset.**

INDOT BIAS 5.0 Collector Manual

How to Log In to the BridgeInspect™ Collector Laptop Version

1. The BridgeInspect™ Collector will be installed on your laptop/tablet computer and does not require an Internet connection to run. It is designed to be utilized in the field. To open and log in to the BridgeInspect™ Collector, find the icon on your laptop and double-click it. This will lead you to the login page where you will need your user name and password.
2. Next, type in your login credentials and click the Login button.
 - Below are what the icon and login screen should look like.

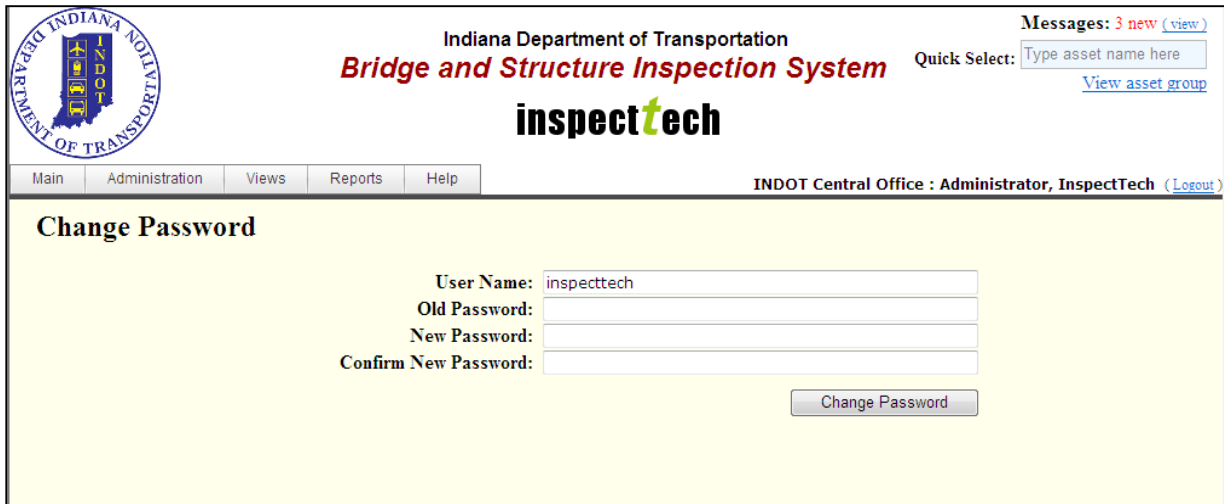
The login dialog box has a blue title bar with the text "Login to BridgeInspect Collector ...". The main area has a light beige background. It contains two labels, "Username:" and "Password:", each followed by a white text input field. At the bottom, there are two buttons: "Login" and "Exit", both with a light beige background and a thin black border.

INDOT BIAS 5.0 Collector Manual

How to Change Your Password

1. From the BridgeInspect™ Collector Main Page, place your mouse over the *Main* tab at the top left-hand corner of the page. A drop-down menu will appear. Choose the “Change Password” option.

➤ Below is what the page should look like.



Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 3 new (view)
Quick Select: Type asset name here
[View asset group](#)

Main Administration Views Reports Help

INDOT Central Office : Administrator, InspectTech (Logout)

Change Password

User Name: inspecttech
Old Password:
New Password:
Confirm New Password:

Change Password

2. The page will upload, displaying your user name. Type your old password into the appropriate field, and then type the new password that you want and confirm it. Click the Change Password button. The next time you log in, use the new password to enter the BridgeInspect™ Collector Web site.

➤ **Important Note:** Once a user has changed his or her password in BridgeInspect™ Collector, the password will automatically change in BridgeInspect™ Manager, as well. Also, the password will be updated on the laptop after it has been synchronized.

How to Logout Securely

1. The software does not have an auto-logout feature, which means you must manually log out of the system every time. This is a security precaution and should be preformed when not actively using the software. The option is found under the *Main* tab and is called “Logout.”



Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 3 new (view)
Quick Select: Type asset name here
[View asset group](#)

Main Administration Views Reports Help

INDOT Central Office : Administrator, InspectTech (Logout)

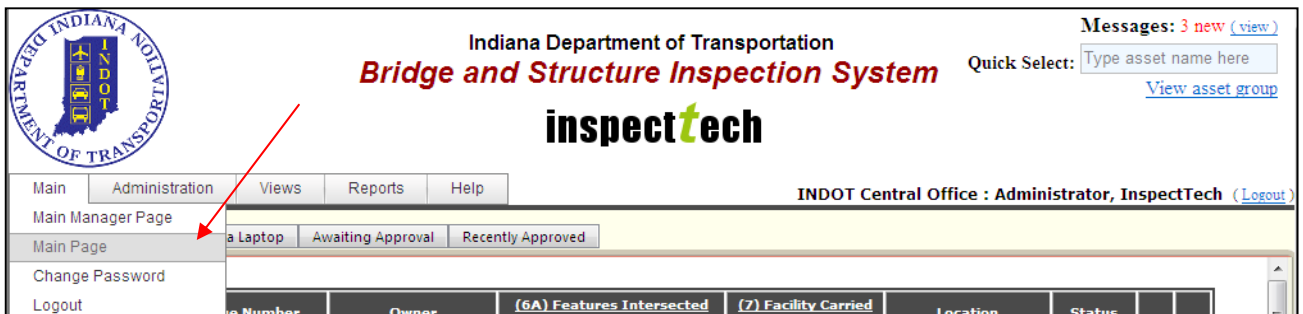
Main Manager Page
Main Page
Change Password
Logout

Table Headers: Asset Number, Owner, (6A) Features Intersected (All under), (7) Facility Carried (On), Location, Status

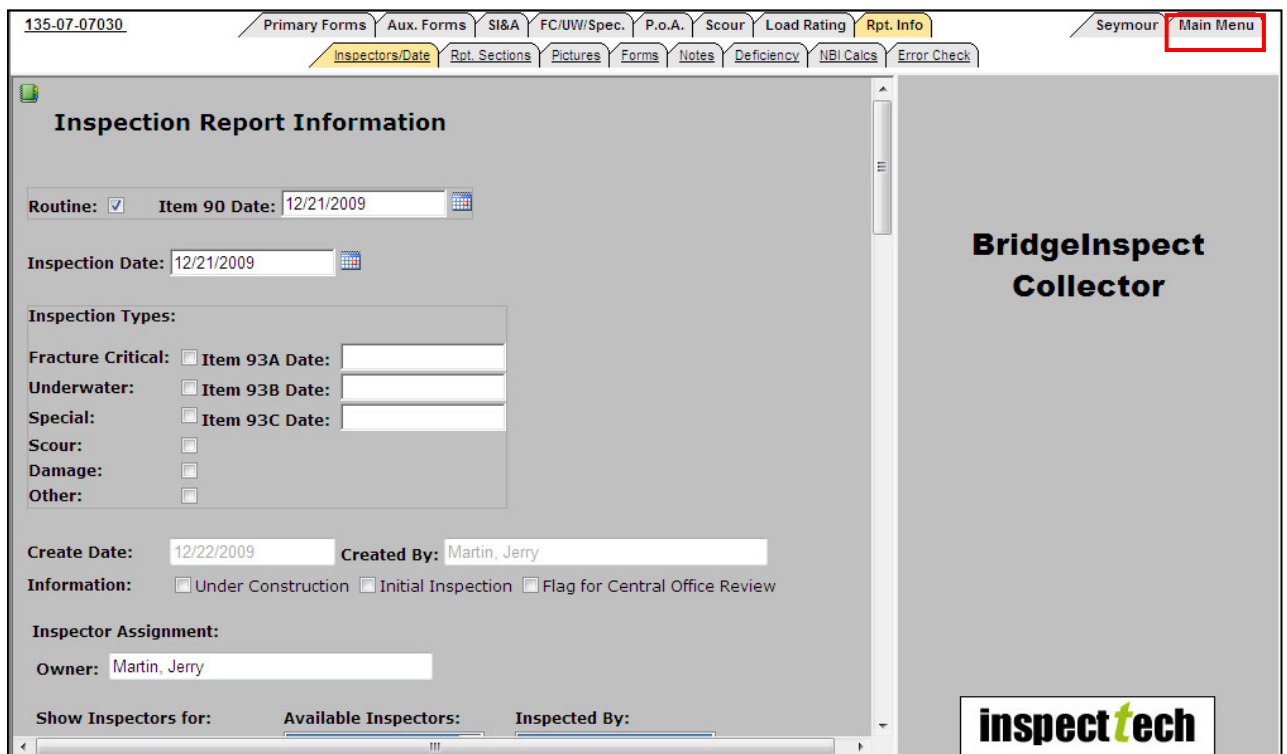
INDOT BIAS 5.0 Collector Manual

How to Navigate Back to the Main Page

1. There are 3 ways to return to the Main Page at any given point in using the software. The simplest way is by clicking on the Indiana Department of Transportation (INDOT) logo in the top left-hand corner of the page. This will automatically take you back to the main page.
2. Another way to return to the Main Page is by using the tabs across the menu bar. Go to the *Main* tab and click the "Main Page" option in the drop-down menu.



3. When the other 2 options are not available as a result of a report being open, you must click on the *Main Menu* tab at the top right-hand corner of the page in order to be directed back to the Main Page. Below is a screenshot showing where this Main Page link is located when an inspection report is opened. This will be on every form in the report.



INDOT BIAS 5.0 Collector Manual

How to Use the Quick Select Field

1. The Quick Select field is located at the top right-hand corner of the main screen. The Quick Select field is designed for you to find the asset you are looking for without having to filter or drill down. This can save time when trying to find an asset. The Quick Select field uses alphanumeric text to bring back up to 20 assets that match what has been entered. **Note: You do not have to know the entire asset name, but only part of it. Type in what you know about the asset and find the asset from there.**
2. Begin typing the portion of the asset name you know into the Quick Select field. For example, the asset's name you are searching for contains "092." Type that into the field and the first 20 assets which contain 092 in their names will appear. Then, use the returned results from the drop-down menu to find the asset for which you were searching.
 - Below is what the Quick Select field should look like when you are searching for a particular bridge.

Indiana Department of Transportation
Bridge and Structure Inspection System
insp^{ect}tech

Messages: 3 new (view) Quick Select: 092

Main Administration Views Reports Help

In Progress In Progress on a Laptop Awaiting Approval Recently Approved

Inspection Date	Bridge Number	Owner	(6A) Features Intersected (ALL under):				
12/27/2009	Test Bridge 1	Administrator, Insp ^{ect} tech				In progress	
12/22/2009	Test Bridge 4	CEC, ACEC / INDOT				In progress	
12/22/2009	135-07-06327	Martin, Jerry	BRANCH OF SALT CREEK	SR 135	7.11 S SR 46	In progress	
12/22/2009	Test Bridge 1	CEC, ACEC / INDOT				In progress	
12/22/2009	007-39-04918	Martin, Jerry	BIG CREEK	SR 7	3.66 N SR 250	In progress	
12/21/2009	(1865)I465-139-05260 BWBL	Administrator, Insp ^{ect} tech	FISHBACK CREEK	I-865 WBL	1.33 E I-65	In progress	
12/21/2009	135-07-07030	Martin, Jerry	MIDDLE FORK SALT CREEK	SR 135	9.85 S SR 46	In progress	
12/18/2009	001-15-04683 A	Everman, Chris	I-74	SR 1	0.3 S SR 46	In progress	
12/17/2009	(469)27-02-07219 NBL	Smith, Kirk	SR 37	I-469 NBL	3.65 N US 24	In progress	

3. You can navigate through the drop-down menu by placing your mouse in the box and scrolling, or using the arrows on your keyboard. You can add more information into the Quick Select field and it will narrow your choices even further. Notice the asset you are currently using is highlighted in yellow.
4. When you find the asset you are searching for, click on it, or press the Enter key on your keyboard to open the bridge information page.

INDOT BIAS 5.0 Collector Manual

How to Check Your Messages

1. Located at the very top of the page on the right-hand side, you will find a Messages section. It will tell you how many messages are new and will have the word “view” in parentheses as a hyperlink.
2. In order to view your messages, simply click on the *View* hyperlink. This will direct you to a page that has new read and unread messages.

➤ Below is an example of what the Messages section on the main screen looks like.

Messages: 0 new ([view](#))

How to Navigate to the BridgeInspect™ Manager

1. There is a link that directly connects the BridgeInspect™ Manager site from the Collector Page. Place your mouse over the *Main* tab.
2. From the options available in the drop-down menu, choose “Main Manager Page.” This will take you directly to the Manager Login page.

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Bridge and Structure Inspection System
inspecttech

Messages: 3 new ([view](#))
Quick Select:
[View asset group](#)

Main Administration Views Reports Help
Main Manager Page
Main Page
Change Password
Logout

INDOT Central Office : Administrator, InspectTech ([Logout](#))

Date	Bridge Number	Owner	(6A) Features Intersected (ALL under):	(7) Facility Carried (On):	Location	Status	
12/27/2009	Test Bridge 1	Administrator, InspectTech				In progress	
12/22/2009	Test Bridge 4	CEC, ACEC / INDOT				In progress	
12/22/2009	135-07-06327	Martin, Jerry	BRANCH OF SALT CREEK	SR 135	7.11 S SR 46	In progress	
12/22/2009	Test Bridge 1	CEC, ACEC / INDOT				In progress	
12/22/2009	007-39-04918	Martin, Jerry	BIG CREEK	SR 7	3.66 N SR 250	In progress	
12/21/2009	(1865)1465-139-05260 BWBL	Administrator, InspectTech	FISHBACK CREEK	I-865 WBL	1.33 E I-65	In progress	
12/21/2009	135-07-07030	Martin, Jerry	MIDDLE FORK SALT CREEK	SR 135	9.85 S SR 46	In progress	
12/18/2009	001-15-04683 A	Everman, Chris	I-74	SR 1	0.3 S SR 46	In progress	
12/17/2009	(469)27-02-07219 NBL	Smith, Kirk	SR 37	I-469 NBL	3.65 N US 24	In progress	

INDOT BIAS 5.0 Collector Manual

View Asset Group

1. Directly below the Quick Select field is the *View Asset Group* hyperlink. When you click on this hyperlink, a drop-down menu will appear which displays all the districts and counties in the state of Indiana. Scroll through the list and double-click on the asset group that you want. This will take you to a new page which will list all the assets within that district/county, as well as the information on each of those assets.

➤ Below is an example of what the *View Asset Group* hyperlink should look like when you are beginning your search.

Indiana Department of Transportation
Bridge and Structure Inspection System

Messages: 3 new (view)

Quick Select: Type asset name here [View asset group](#)

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Main Administration Views Reports Help

In Progress In Progress on a Laptop Awaiting Approval Recently Approved

Inspection Date	Bridge Number	Owner	(6A) Features Intersected (ALL under):	(7) Facility Carried (On):	Location	Status	
12/27/2009	Test Bridge 1	Administrator, InspectTech				In progress	
12/22/2009	Test Bridge 4	CEC, ACEC / INDOT				In progress	
12/22/2009	135-07-06327	Martin, Jerry	BRANCH OF SALT CREEK	SR 135	7.11 S SR 46	In progress	
12/22/2009	Test Bridge 1	CEC, ACEC / INDOT				In progress	
12/22/2009	007-39-04918	Martin, Jerry	BIG CREEK	SR 7	3.66 N SR 250	In progress	
12/21/2009	(1865)1465-139-03260 BWBL	Administrator, InspectTech	FISHBACK CREEK	I-865 WBL	1.33 E I-65	In progress	
12/21/2009	135-07-07030	Martin, Jerry	MIDDLE FORK SALT CREEK	SR 135	9.85 S SR 46	In progress	
12/18/2009	001-15-04683 A	Everman, Chris	I-74	SR 1	0.3 S SR 46	In progress	
12/17/2009	(469)27-02-07219 NBL	Smith, Kirk	SR 37	I-469 NBL	3.65 N US 24	In progress	

INDOT BIAS 5.0 Collector Manual

2. Once all the assets located in that district/county are displayed, you may scroll through the list to find a particular asset in an easy-to-view form. However, there can be a large number of assets, so you may want to use the Filter option to narrow your search and make finding the asset much easier.
 - For example, you want to find all assets in the Fort Wayne District which have a Logmile Over value containing "12.6". Click the *View Asset Group* hyperlink, select Fort Wayne from the drop-down menu, and run a filter. Select "Logmile Over" from the "by" drop-down menu, and type "12.6" in the second field. Then, click the Filter button. Now, the software will return all assets in Fort Wayne that contain "12.6" in the "Logmile Over" column. The screenshot below is an example of this process.



Indiana Department of Transportation

Bridge and Structure Inspection System

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Messages: 3 new [view](#)

Quick Select:

[Main](#) | [Administration](#) | [Views](#) | [Reports](#) | [Help](#)

INDOT Central Office : Administrator, InspectTech [Logout](#)

Fort Wayne Sub-Assets:

Show Assets in

by

Displ
Routin

Inspection Date	Bridge Number	Owner	B. Structure # (NBI #): (INDOT)	Sort#	Road Over	(7) Facility Carried (On):	(6A) Features Intersected (ALL under):	(2) District Code:	(3) County Code:	(11A) Logmile Over:	606.1A Mile Post -- Mile	606.1B Mile Post -- Offset	Location	Submitted To	Status	
01/30/2009	(33)2-57-00694 B	Smith, Kirk	10950	11340	00033	US 33	CSX RR & DRIVE	02	057	12.69	64	7	2.94 S SR 5		Approved on 2/12/2009	
08/07/2009	009-92-06837	Hallien, Mike	2790	2800	00009	SR 9	BLUE BABE BRANCH	02	092	12.62	150	79	0.81 N US 30		Approved on 8/13/2009	
01/11/2008	031-52-04857 CNBL		9880	10360	00031	US 31 NBL	WABASH RIVER & 2 ROADS	02	052	12.62	181	12	0.15 S US 24		Approved	
01/11/2008	031-52-04857 CSBL		9890	10370	00031	US 31 SBL	WABASH RIVER & 2 ROADS	02	052	12.62	181	12	0.15 S US 24		Approved	
05/27/2008	218-01-06374		29060	30090	00218	SR 218	LITTLE BLUE CREEK	02	1	12.64	90	1	6.7 E US 27		Approved	

INDOT BIAS 5.0 Collector Manual

How to Create an Inspection Report

1. From the BridgeInspect™ Collector Main Page, scroll down the screen until you reach the Filter section.
 - Below is what the section should look like. Notice there are several levels to the tree search on the left-hand side. The highest is the State of Indiana. Below that are County Bridges and State Bridges options.



1. Expand the county/state levels by clicking on the plus symbol next to either of the options. The tree search will now display all the counties located in the state of Indiana, or all the districts within the state. Next, click on the plus symbol next to a specific county/district to view all the bridges located in that county/district.

INDOT BIAS 5.0 Collector Manual

- After you have expanded the tree search to find the asset, double-click on it to upload the asset's information and to create an inspection report on the right-hand side. When you do this, the asset will become highlighted from the list on the left-hand side and the asset's data will appear in the blank area from the previous screenshot on the right-hand side. The data will contain the Asset Details and Report Details sections. Click the Create Report button on the far right-hand side of the screen to begin a new report for that particular asset. **Note: In the Report Details section, you would be able to see if any in-progress reports existed, as well as all past reports.** For example, you want to create a report for a bridge located in Boone County. Below is a screenshot displaying this process.

The screenshot displays the INDOT BIAS 5.0 Collector Manual interface. On the left, a tree view shows the hierarchy: BICTEST St Of Indiana > County Bridges > Boone. The asset 0600002 is selected and highlighted. The right pane shows the asset details for 0600002. The details include: Parent Asset: Boone, Bridge Number: 0600002, Asset Code: 0600002, Asset Type: Bridge, (6A) Features Intersected (ALL under):: GOLDSBERRY Creek, (7) Facility Carried (On):: CR 875N, (2) District Code:: 01 - Crawfordsville, Location: 1.2 W of CR 950W, 606.1A Mile Post -- Mile:, 606.1B Mile Post -- Offset:, Name of Structure:, Latitude: 40 - 10 - 3, Longitude: 086 - 37 - 5.63. Below the details, there is a 'Report Details' section with 'In Progress Reports:' and 'No reports'. A 'Create Report' button is located at the bottom right of the details pane.

Filter Assets: No filter currently applied.

0400004 0300003 0600002

Parent Asset: Boone
Bridge Number: 0600002
Asset Code: 0600002
Asset Type: Bridge
(6A) Features Intersected (ALL under):: GOLDSBERRY Creek
(7) Facility Carried (On):: CR 875N
(2) District Code:: 01 - Crawfordsville
Location: 1.2 W of CR 950W
606.1A Mile Post -- Mile:
606.1B Mile Post -- Offset:
Name of Structure:
Latitude: 40 - 10 - 3
Longitude: 086 - 37 - 5.63

Report Details

In Progress Reports:
No reports

- Immediately after clicking the Create Report button, a new report will be generated. You may begin adding information or editing the report at this point. **Note: When a new report is generated, the Central Database values will automatically fill the report. The Central Database values are the most current information on the asset. This data is generally from the previous inspection report. All the data pieces highlighted in yellow are Central Database values. When you change any Central Database values in a report, the field will change from yellow to white. Also, the inspection report will begin with the inspection report information page.**

INDOT BIAS 5.0 Collector Manual

How to Edit a Report

1. The main screen on the BridgeInspect™ Collector Main Page contains every report that a person has the authority to access. This includes reports that are in progress, reports that are in progress on a laptop, reports submitted for approval, and reports that were recently approved. An inspector has the ability to go back into a report and edit the information at any point in time before the report is approved. Once the report is approved, it is a final, legal document for that point in time and cannot be edited. To edit a report, start by selecting the status of the report from the sub-tabs (*In Progress*, *In Progress on a Laptop*, *Awaiting Approval*, and *Recently Approved*). For example, if you click on the *Awaiting Approval* tab, this will display all assets that are submitted for approval.
 - If using the software via the online version, users can edit reports in the *In Progress* and *Awaiting Approval* tabs. Reports in the *In Progress on a Laptop* tab can be viewed, but not edited, on the server. Conversely, when using the laptop version, only reports in the *In Progress on a Laptop* tab can be edited. However, users can upload and download reports between the laptop and server as needed.
2. Next, locate the report that you wish to edit and click on the Edit Report icon (✎) on the right-hand side of the screen. This will open the report and allow you to make the necessary changes.
 - Below is a screenshot of what the page should look like: Notice the *Awaiting Approval* tab is selected at the top. This shows a list of all the submitted reports awaiting approval to which the user has access.

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Messages: 6 new (view)
Quick Select: Type bridge name here
[View bridge group](#)

Main Administration Views Reports Help
INDOT Central Office : Administrator, InspectTech (Logout)

In Progress In Progress on a Laptop **Awaiting Approval** Recently Approved

Inspection Date	Last Revision	Bridge Number	Owner	(6A) Features Intersected (ALL under):	(7) Facility Carried (On):	Location	Submitted To		
09/09/2009	09/09/2009	(1)56-15-01299 A	Administrator, InspectTech	SLAB CAMP CREEK	SR 1	5.7 S I-74		✎	✕
01/02/2009	01/05/2009	041-93-00569 NBL	Administrator, InspectTech	OHIO RIVER & ROAD	US 41 NBL	2.66 S I-164		✎	✕
12/11/2008	12/14/2008	135-31-06504 A	Administrator, InspectTech	OHIO RIVER & CO ROAD	SR 135	0.23 S SR 11		✎	✕
12/09/2008	12/11/2008	039-66-03575	Administrator, InspectTech	LINCOLN DITCH	SR 39	1.02 S SR 14		✎	✕
11/14/2008	12/17/2009	039-66-03576 A	Wojdyla, Joe	THOMPSON DITCH	SR 39	2.27 N SR 14		✎	✕
11/14/2008	11/14/2008	241-42-03442 A	Ridgley, Brad	KESSINGER DITCH	SR 241	1.94 N SR 61		✎	✕
11/14/2008	11/14/2008	039-88-05093 A	Wolfe, Mark	CAMMIE-THOMAS DITCH	SR 39	0.08 S SR 256		✎	✕
11/14/2008	11/14/2008	056-88-05761	Wolfe, Mark	CANTON CREEK	SR 56	3.94 E SR 135		✎	✕
11/14/2008	11/14/2008	031-10-01343 A	Wolfe, Mark	MUDDY FORK & CO RD	US 31	0.68 N SR 403		✎	✕
11/14/2008	11/14/2008	031-41-03530 NBL	Martin, Jerry	SUGAR CREEK	US 31 NBL	0.54 S SR 252		✎	✕

INDOT BIAS 5.0 Collector Manual

How to Navigate Through the Report Forms

1. To navigate through the report forms, use the main tabs across the top of the page (e.g., S/I&A tab) of a report. Each one of the main tabs has numerous sub-tabs, which are displayed under the main tab when it is selected. The selected tab will become highlighted in yellow to show you that it is active. When a sub-tab is clicked on, it will also become highlighted and will open that form in the inspection report. This will allow you to add or edit the necessary data in the appropriate fields.
 - Below is a screenshot displaying the main and sub-tabs. Notice they are highlighted in yellow. Also, the fields which were pre-populated with Central Database values are highlighted within the actual form.

The screenshot displays the BridgeInspect Collector software interface. At the top, there are main tabs: Primary Forms, Aux. Forms, S/I&A, FC/UW/Spec., P.o.A., Scour, Load Rating, Rpt. Info, Seymour, and Main Menu. Below these are sub-tabs: NBI Summary, IDENT, STRUCT. DATA, AGE OF SERV., GEOMETRIC, NAVIGATION, CLASSIF., CONDITION, LOAD RATING, APPRAISAL, PROP. IMPROV., INSPECTION, and UNDERRECS. The 'LOAD RATING' sub-tab is highlighted in yellow. The main form area is titled 'LOAD RATING AND POSTING'. It contains several input fields with pre-populated values highlighted in yellow: (31) Design Load: 4; (63) Operating Rating Method: 5; (64) Operating Rating - Tons: 45; (64A) Operating Rating - Truck: 2; (64B) Year of Operating Rating: (empty); (65) Inventory Rating Method: 5; (66) Inventory Rating - Tons: 36; (66A) Inventory Rating - Truck: 2; (66B) Inventory Rating (H): 20 Tons; (70) Bridge Posting: 5; (41) Structure Open, Posted, or Closed to Traffic: A; (66C) Tons Posted: (empty); (66D) Date Posted Closed: (empty); and Restriction Signage: (empty text area). A legend indicates that green boxes represent 'Required' fields and yellow boxes represent 'Required if Applicable' fields. The 'inspecttech' logo is in the bottom right corner.

2. To begin typing the data into the report, click inside the first field and type the information. In the above example, the field would be "Design Load." In order to move to the next field, press the Tab key on your keyboard, or use your mouse to click inside the next field. You may use the Tab key to navigate through the entire form.
3. To move to the next form, use your mouse to click the next sub-tab. If there are no more sub-tabs, click the next main tab.
 - **Important Note: There is not a Save button when entering or editing information within a report. Instead, the information is saved instantaneously when you move to the next field.**

INDOT BIAS 5.0 Collector Manual

How to Use the Right-Hand Side Bar

1. The right-hand side bar is an area within each form that displays information associated with a particular highlighted field. When a field is selected in a report, the right-hand side bar becomes occupied. This will provide access to Details, Pictures, Manuals, Central Database Values, or Field History attached to the specific field. To view or to add information to one of these options, click on the corresponding blue bars in the right-hand sidebar and the section will expand.
- The first screenshot below displays the right-hand side bar within the software. The second screenshot below shows a close-up view of the right-hand side bar in use.

The screenshot shows the 'LOAD RATING AND POSTING' form. The right-hand side bar is expanded, displaying the '(63) Operating Rating Method' section. The sidebar includes tabs for Details, Pictures, Central Database Value, and Field History. The 'Details' tab is active, showing a dropdown menu with '5 - NO RATING ANALYSIS PERFORMED' and a 'Reference (Does Not Print):' section.

The close-up screenshot shows the '58 Overall Deck (Rating)' section. The 'Details' tab is active, displaying a dropdown menu with '5 - FAIR CONDITION (MINOR SECTION LOSS)' and a 'Reference (Does Not Print):' section containing text about longitudinal cracking in the deck.

INDOT BIAS 5.0 Collector Manual

How to Review a Report PDF, Submit a Report for Approval, and Delete a Server Report

1. In order to review, submit, or delete a report, you must first select the status of the report. Again, this is done by selecting the *In Progress* or *Awaiting Approval* tabs. Next, navigate through the list of reports and locate the correct report. Now, click the Action icon (⚙️) located on the right-hand side of the page. When you do this, the entire row will become highlighted and a Select Option pop-up box will appear. This allows you to select the appropriate action.

➤ Below is a screenshot that displays the available actions.

Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 6 new (view)
Quick Select: Type bridge name here
[View bridge group](#)

Main Administration Views Reports Help
INDOT Central Office : Administrator, InspectTech (Logout)

In Progress In Progress on a Laptop Awaiting Approval Recently Approved

Inspection Date	Bridge Number	Owner	(6A) Features Intersected (ALL under):	(7) Facility Carried (On):	Location	Status	
12/29/2009	0600002	Administrator, InspectTech	GOLDSBERRY Creek	CR 875N	1.2 W of CR 950W	In progress	⚙️
12/23/2009	Adams	Administrator, InspectTech					
12/21/2009	0100004	Administrator, InspectTech	STAUB Ditch	CR 600E	0.1 N of CR 1000		
12/21/2009	0100003	Administrator, InspectTech	STAUB Ditch	CR 1100N	0.1 N of CR 600		
12/18/2009	0100164	Administrator, InspectTech	BRACHT Ditch	CR 500W	0.5 N of CR 200N	In progress	⚙️
12/18/2009	0100144	Administrator, InspectTech	MOSER Tile	CR 500W	0.8 S of CR 400S	In progress	⚙️
12/18/2009	0100165	Administrator, InspectTech	CAFFEE Ditch	PIQUA Rd	0.1 N of CR 100N	In progress	⚙️
12/18/2009	0100103	Administrator, InspectTech	LUGINBILL Ditch	CR 500S	0.2 W of CR 525E	In progress	⚙️
12/18/2009	Adams	Administrator, InspectTech				In progress	⚙️

Select Action

- ☐ View Report PDF
- ☐ Submit Report for Review
- ☐ Delete Server Report

2. Choose the appropriate action by clicking one of the radio buttons next to the options. Once you select the option, the software will execute the command immediately, or ask you if you are sure.
3. If you select the "View Report PDF" option, a pop-up box will appear, allowing you to generate the entire Output Report, or choose which individual sections to view. This page also allows you to set the specifics about how the Output Report will be viewed. For example, you can set the ordering of the pages, exclude certain sections, view individual sections apart from the entire report, select a cover page, add sections/attachments, or simply view the entire PDF.

INDOT BIAS 5.0 Collector Manual

- Below is an example of what the “View Report PDF” action pop-up box would look like.

Report Sections for 0600002

Group: All

The report sections below are included in the selected group.

Save Order Changes Add Sections/PDF Attachments View PDF

Remove Section	Order	Section Name	View	Print	Include in Table of Contents	Insert Cover Page Before Section	Show Page Number	Show Footer
<input type="checkbox"/>	1	Cover	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Table of Contents	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	SI&A Full	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	SI&A Short	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	General Inventory	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Approach	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Deck	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Superstructure	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Paint Condition	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Collision Damage	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Substructure	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Channel & Channel Protection	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	Culvert and Underfill	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. If you select the “Submit Report for Review” option from the Select Option pop-up box, this will move the current report in progress to the *Awaiting Approval* tab, where it will stay until it is approved by a manager.
5. By selecting the “Delete Sever Report” option from the Select Option pop-up box, this will delete the selected inspection report. It will not delete the asset entirely, or previous reports for that asset, but only that selected inspection report. When you select this option, a pop-up window will appear that says, “The inspection report will be deleted. Click OK to continue.” This will ensure only the reports that are meant to be deleted are the ones actually deleted. Click the OK button to proceed, or click the Cancel button to cancel the action.

INDOT BIAS 5.0 Collector Manual

How to Approve a Final Report; Stop the Review Process, Submit a Report for Review, and/or View the Audit Report

1. In order to perform the Approve Final Report or Stop Review Process actions, begin by selecting the clicking the *Awaiting Approval* tab at the top of the Main Page. Next, locate the correct report and click on the Action icon (✕) to the right of the report.
2. The asset will become highlighted and 6 options will become available in a pop-up box. Of the 6 options, you have already reviewed 2: “View Report PDF” and “Delete Server Report.”

➤ Below is an example of what the page should look like.

Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 6 new (view)
Quick Select: Type bridge name here
[View bridge group](#)

Main Administration Views Reports Help
INDOT Central Office : Administrator, InspectTech (Logout)

In Progress In Progress on a Laptop **Awaiting Approval** Recently Approved

Inspection Date	Last Revision	Bridge Number	Owner	(6A) Features Intersected (ALL under):	(7) Facility Carried (On):	Location	Submitted To	
09/09/2009	09/09/2009	1156-13-01299 A	Administrator, InspectTech	SLAB CAMP CREEK	SR 1	5.7 S I-74		✕
01/02/2009	01/05/2009	041-93-00569 NBL	Administrator, InspectTech	OHIO RIVER & ROAD	US 41 NBL	2.66		
12/11/2008	12/14/2008	135-31-06504 A	Administrator, InspectTech	OHIO RIVER & CO ROAD	SR 135	0.23		
12/09/2008	12/11/2008	039-66-03575	Administrator, InspectTech	LINCOLN DITCH	SR 39	1.02		
11/14/2008	12/17/2009	039-66-03576 A	Wojdyla, Joe	THOMPSON DITCH	SR 39	2.27		
11/14/2008	11/14/2008	241-42-03442 A	Ridgley, Brad	KESSINGER DITCH	SR 241	1.94		
11/14/2008	11/14/2008	039-88-05093 A	Wolfe, Mark	CAMMIE-THOMAS DITCH	SR 39	0.08		
11/14/2008	11/14/2008	056-88-05761	Wolfe, Mark	CANTON CREEK	SR 56	3.94 E SR 135		✕
11/14/2008	11/14/2008	031-10-01343 A	Wolfe, Mark	MUDDY FORK & CO RD	US 31	0.68 N SR 403		✕
11/14/2008	11/14/2008	031-41-03530 BNBL	Martin, Jerry	SUGAR CREEK	US 31 NBL	0.54 S SR 252		✕

Select Action

- ☐ View Report PDF
- ☐ Stop Review Process
- ☐ Submit Report for Review
- ☐ View Audit Report
- ☐ Approve Final Report
- ☐ Delete Server Report

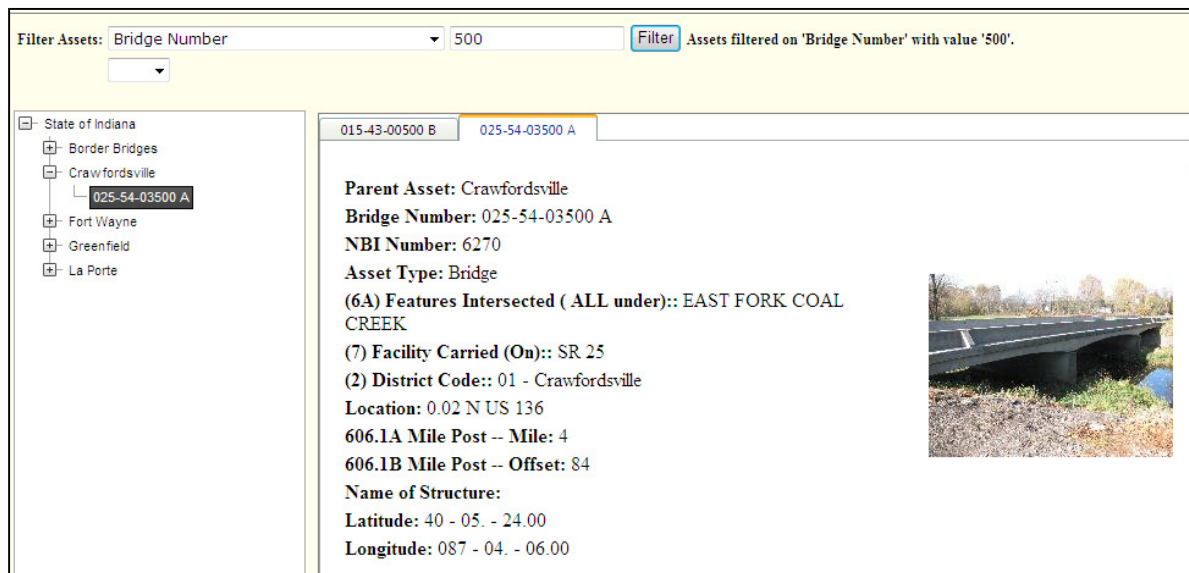
3. By selecting the “Stop Review Process” option, you are moving the report out of the approval process and into the *In Progress* tab again. This is done immediately when you select the option; it will not ask you for a confirmation. It is very easy to resubmit a report for approval. Follow the steps in the “How to Review a Report PDF, Submit a Report for Approval, and Delete a Server Report” section of this manual.
4. When you select the “Approve Final Report” option, the report becomes finalized and cannot be edited, unless a manager selects “Undo Approval” at a later time.
5. If you select the “Submit Report for Review” option, you are passing the report along to another person before the report is approved. This is used in cases where the report has to be reviewed by multiple parties.
6. Finally, selecting the “View Audit Report” option will show the users all the changes that were made to the report.

INDOT BIAS 5.0 Collector Manual

How to Use the Filter Function

1. Select the Filter Assets drop-down menu. There will be a list of filter criteria to choose from, such as; "Asset Code," "Asset Type," "Feature Intersected," "Location," and "District Code." You can filter using any one of the options, or another available option as well. **Note: Choose the criterion for which you know the most.**
2. After you select the filter option, type the information that relates to the option in the field to the right. **Note: You do not have to know all of the information on that asset, but only pieces of information on the asset in which you are searching. For example, you know the name of the bridge contains the number "500." When you type that into the field, the filter will only return assets with "500" in their names.**
3. After typing the parameters, click the Filter button. Once you do this, the tree search on the lower left-hand side will condense to show "State of Indiana." Click on the plus sign next to it and the tree search will expand, but will be limited to only the districts/counties which have assets that meet the filter criteria.
4. Click the plus sign next to the district or county where the asset is located. This will expand to display all the asset names. For example, the asset you are searching for is located in the Crawfordsville District and it is the only drill down option. Click on the asset's name to open the bridge information. It will appear in the open area to the right of the tree search. **Note: You can also create an inspection report through this process.**

➤ Below is an example of what the screen should look like when filtered and drilled down to a district.



INDOT BIAS 5.0 Collector Manual

How to Use an “And/Or” Filter

1. Begin the same way as you would if you were using a basic filter. After you enter information for the first parameter, a small drop-down menu option will appear below the first field. This will have 2 options: “And” or “Or.” If you choose “And”, the filter will look for the asset that contains both the first and second parameters together. If you choose “Or,” the filter will return the assets which contain either the first or the second parameters you entered. **Note: The “And” option conducts a narrower search because the asset has to have both of the qualities in order to pass through the filter.**
2. After you select either the “And” or “Or” options, type in the other parameter. **Note: You do not have to stop after you type the second credential (this will be covered in the next section). You may continue until you reach the maximum of 3 criteria for the filter to use.**
 - For the below example, the asset we are looking for is a bridge located in Hancock County. It has the number “250” somewhere in its asset code and its name contains the number “50.” You could use an “And/Or” filter to locate the bridge. Below is a screenshot displaying the criteria, the tree search, and the bridge information.

The screenshot displays the filter interface at the top with two criteria: 'Asset Code' containing '250' and 'Bridge Number' containing '50', connected by an 'And' filter. Below this is a tree view on the left showing the hierarchy from 'BICTEST St Of Indiana' down to 'County Bridges' and then to 'Hancock' county, where the asset '3000250' is selected. On the right, the details for asset 3000250 are shown, including its parent asset (Hancock), bridge number, asset code, asset type (Bridge), and various features like 'Features Intersected' (BRANDYWINE Creek), 'Facility Carried' (CR 500N), 'District Code' (03 - Greenfield), 'Location' (0 500N - 525E), 'Mile Post' (606.1A and 606.1B), 'Name of Structure', 'Latitude' (39 - 51 - 31.24), and 'Longitude' (085 - 41 - 16.92).

Filter Assets: Asset Code 250 Filter: Asset Code('250') and Bridge Number('50').

And

Bridge Number 50

BICTEST St Of Indiana

County Bridges

Clay

Fulton

Gibson

Hancock

3000250

Marion

Randolph

Wabash

3000250

Parent Asset: Hancock

Bridge Number: 3000250

Asset Code: 3000250

Asset Type: Bridge

(6A) Features Intersected (ALL under):: BRANDYWINE Creek

(7) Facility Carried (On):: CR 500N

(2) District Code:: 03 - Greenfield

Location: 0 500N - 525E

606.1A Mile Post -- Mile:

606.1B Mile Post -- Offset:

Name of Structure:

Latitude: 39 - 51 - 31.24

Longitude: 085 - 41 - 16.92

INDOT BIAS 5.0 Collector Manual

How to Use a Multiple Criteria Filter

1. As another example, you want to find all the bridges within the Seymour District that have the District Code "06," and have either a Post of "37" or "38." Perform the same exact process as previously, but when you get to the second "And/Or" field, choose "Or" and type "38" into the field.
2. Click the Filter button, and then click on the plus sign next to "State of Indiana" to expand to all the districts/counties. Click on the plus sign next to Seymour and all the bridges within District Code "06" which contain either a "37" or "38" Post number will be viewable.

➤ Below is an example of a multiple criteria filter.

The screenshot displays the INDOT BIAS 5.0 Collector interface. At the top, the 'Filter Assets' section shows a filter for 'District Code' set to '06'. Below this, there are two criteria: 'And' followed by 'Post' set to '37', and 'Or' followed by 'Post' set to '38'. A 'Filter' button is present, and the resulting filter text is 'Filter: District Code('06') and Post('37') or Post('38')'. On the left, a tree view shows the hierarchy of districts/counties: State of Indiana, Crawfordsville, Fort Wayne, Greenfield, La Porte, Seymour, and Vincennes. The 'Seymour' district is expanded, showing a list of assets. The asset '007-03-00830 C' is selected. The main panel displays the details for this asset, including the Bridge Number (007-03-00830 C), NBI Number (2040), Asset Type (Bridge), Feature Intersected (LITTLE SAND CREEK), Facility Carried (SR 7), District Code (05 - Seymour), Location (1.81 S US 31), Post (38), Offset (38), Name of Structure, Latitude (39 - 09. - 06.00), and Longitude (085 - 48. - 54.00). A photograph of the bridge is shown on the right. At the bottom, there is a 'Report Details' section with a 'Create Report' button.

Filter Assets: District Code 06 Filter: District Code('06') and Post('37') or Post('38').

And
Post 37
Or
Post 38

State of Indiana
Crawfordsville
Fort Wayne
Greenfield
La Porte
Seymour
007-03-00830 C
037-41-03976 ANBL
037-41-03976 JASB
(45)46-53-05993 A
(45)46-53-06239
046-69-01224 B
052-24-05101
252-24-06934
Vincennes

007-03-00830 C

Bridge Number: 007-03-00830 C
NBI Number: 2040
Asset Type: Bridge
Feature Intersected: LITTLE SAND CREEK
Facility Carried: SR 7
District Code: 05 - Seymour
Location: 1.81 S US 31
Post: 38
Offset: 38
Name of Structure:
Latitude: 39 - 09. - 06.00
Longitude: 085 - 48. - 54.00

Report Details
In Progress Reports: Create Report

➤ **Note:** There is not a defined way to enter criteria into the filter. You can use any combination of "And/Or" filters as you search for an asset.

INDOT BIAS 5.0 Collector Manual

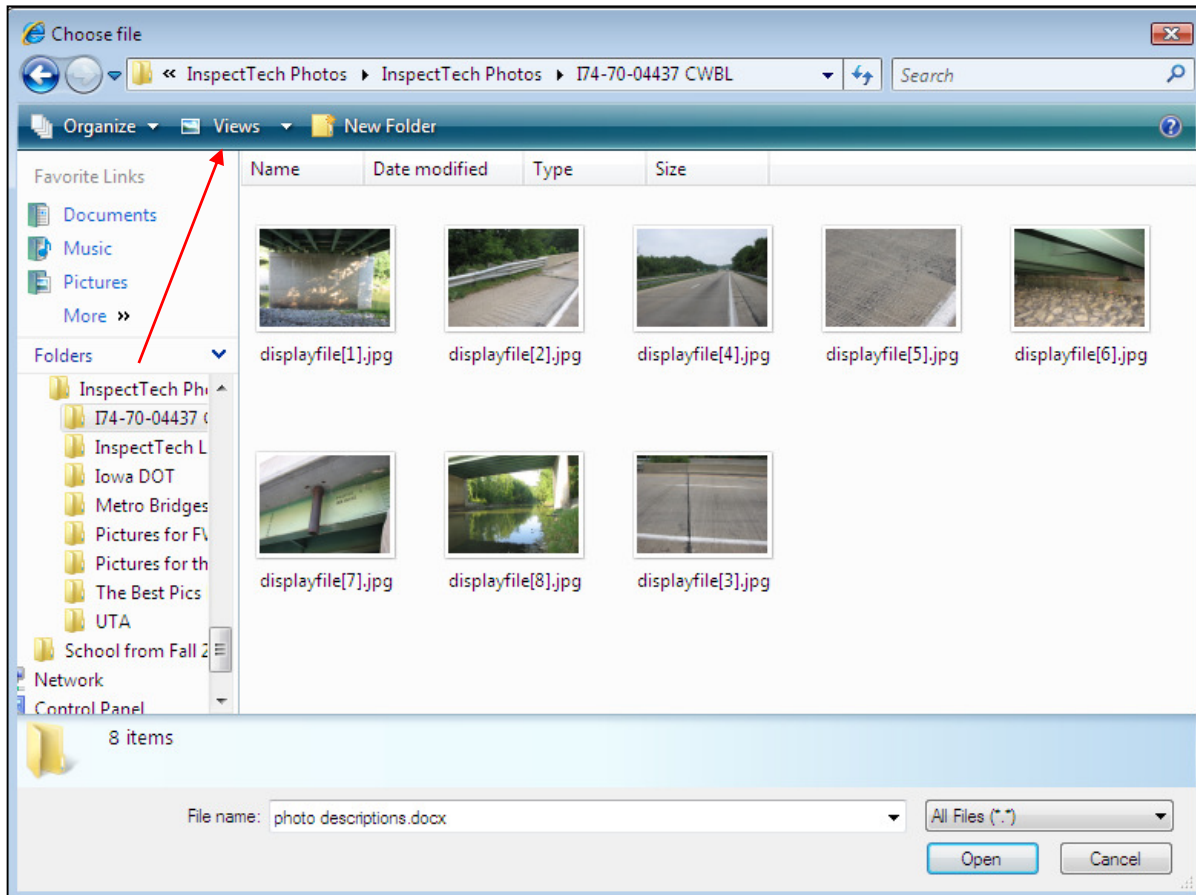
How to Attach a Single Picture to a Report

1. The BridgeInspect™ Collector Software is designed to allow the user to upload and organize pictures, videos, and other files in order to create a more descriptive, accurate report. In order to attach a picture to a particular report, begin by opening the report for that asset. **Note: In order to link a picture to a specific field, the picture must already be attached to the report.**
2. Once the report is opened, click on the *Rpt. Info* tab. From there, click on the *Pictures* sub-tab.
 - Below is an example of the *Pictures* sub-tab. Notice, there are 2 applets available for attaching pictures: *Attach Files/Picture* and *Attach Multiple Files/Pictures*. Attaching multiple files/pictures will be covered later in the user manual. The *Attach File/Picture* applet is the default setting.

The screenshot displays the BridgeInspect Collector Software interface. At the top, a navigation bar includes tabs for 'Primary Forms', 'Aux. Forms', 'SI&A', 'FC/UW/Spec.', 'P.o.A.', 'Scour', 'Load Rating', 'Rpt. Info', 'Boone', and 'Main Menu'. Below this, a secondary navigation bar shows 'Inspectors/Date', 'Rpt. Sections', 'Pictures' (highlighted), 'Forms', 'Notes', 'Deficiency', 'NBI Calcs', and 'Error Check'. The main content area is divided into three sections. The top section, titled 'Attach Files/Picture', contains a 'File To Attach:' text box with a 'Browse...' button, a 'Type:' dropdown menu set to 'Photo', a 'File Date (i.e. Date Picture Taken):' text box with a calendar icon, a 'Description:' text box, and an 'Attach' button. The middle section, titled 'Filter Files/Pictures', includes a 'File Date:' section with 'From:' and 'To:' text boxes and calendar icons, a 'File Description:' text box, and a 'Filter' button. The bottom section, titled 'Photos', shows 'No Photos found.' and a button labeled 'Select Photo from previous reports'.

INDOT BIAS 5.0 Collector Manual

- Click the Browse button. This will open a window to locate the pictures that are saved on your computer. Find the location of the file and open it. To make it easier to find the pictures you want to add, click the Views button, which is labeled in the screenshot below with an arrow. Choose the large icon option and the picture thumbnails will become visible. Click the picture you want and click the Open button. This will automatically place the file in the appropriate place to be attached. **Note: This process uses the Windows Vista operating system. For instructions on performing these actions on another operating system, please contact your system administrator.**

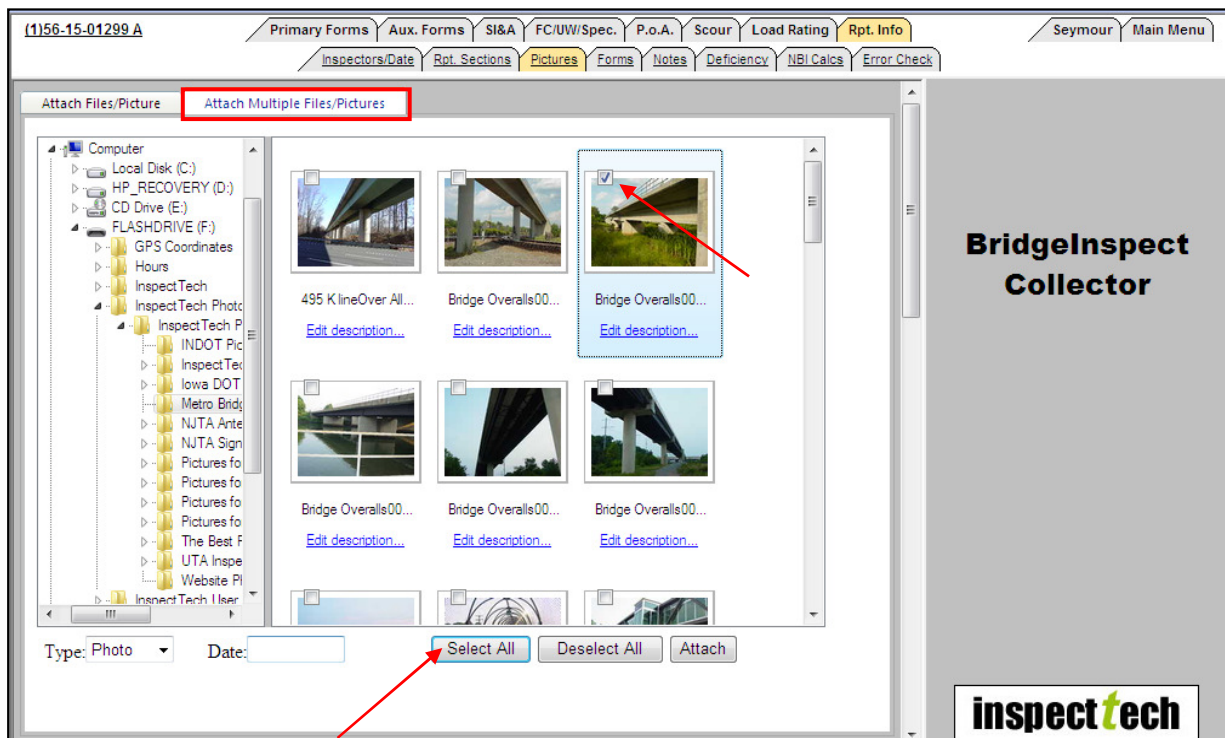


- Move to the File Type field and select picture. **Note: The picture should be in either .jpg or .gif format.** Next, type the date the picture was taken and a description of the picture. Click the Attach button to attach the picture to the inspection report.

INDOT BIAS 5.0 Collector Manual

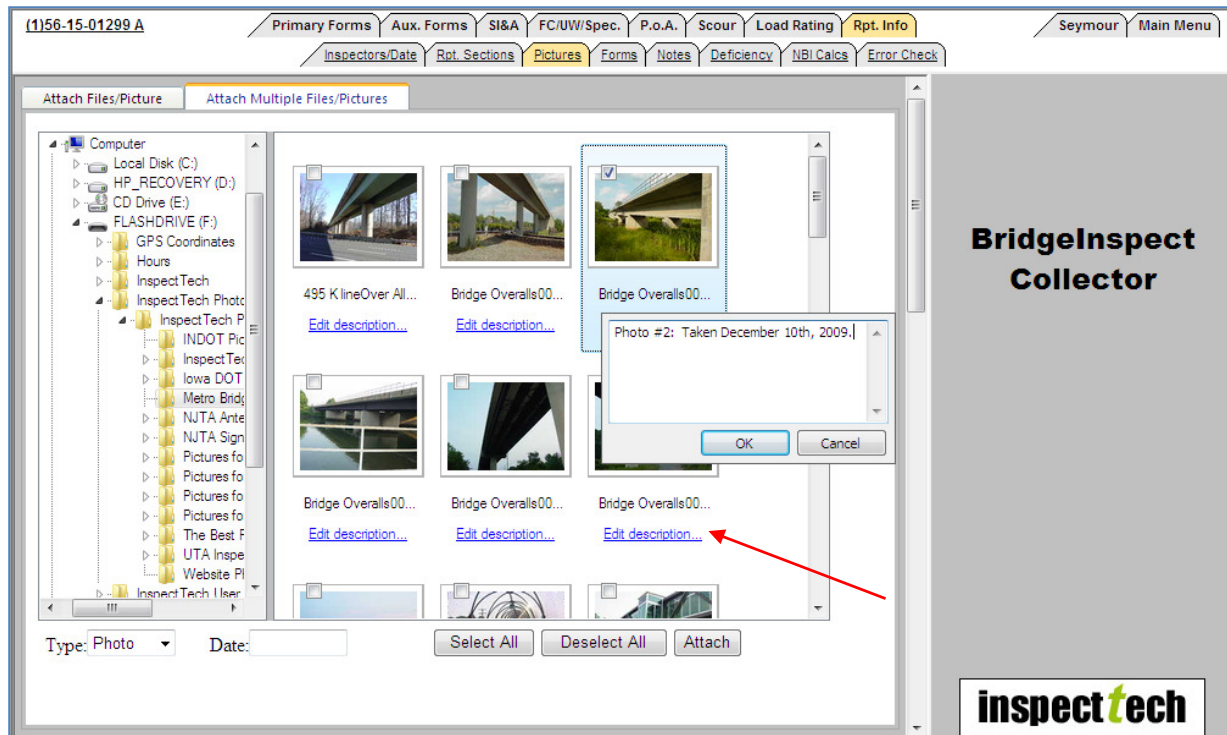
Attaching Multiple Files/Pictures to a Report

1. This feature is a very fast and efficient way to attach all needed pictures to a report at one time. Instead of attaching each picture one by one, the inspector can select all the pictures from the inspection that they want in the report and attach them quickly and efficiently.
2. Begin by navigating to the *Pictures* sub-tab. Once the sub-tab has opened, you must select the *Attach Multiple Files/Pictures* applet. **Note: In order to attach multiple pictures quickly and easily, you must have Image Uploader ActiveX installed on your computer. This only needs to be installed once. The first time the software is used it may automatically prompt you. If not, click the *Help* tab located on the Main Page and select the “Help with Multiple Photo Upload” option.**
3. Click the Browse button and locate the pictures you want to attach to the report. You can select only the individual pictures you want, or you can click the Select All button at the bottom of the page to attach every picture.
 - Below is an example of a multiple picture upload. From here, you can select the individual photos you want to attach, edit the descriptions, or click the Select All button before attaching the pictures to the report. When a picture is selected, there will be a checkmark in the upper left-hand corner of the picture.



INDOT BIAS 5.0 Collector Manual

- You can add descriptions/captions for each picture by clicking the *Edit Description...* hyperlink located under each picture. Clicking this hyperlink will open a field where you can type the description. Once you are done, click on the OK button. This will create a description for the picture when it is attached to the report. Below is a screenshot showing how to edit/add a description.



- After you have chosen the pictures you want to attach to the report and have added the descriptions, click the Attach button. Click the *Pictures* sub-tab and verify all the pictures have been attached properly to the report.

INDOT BIAS 5.0 Collector Manual

How to Link a Picture to a Specific Field

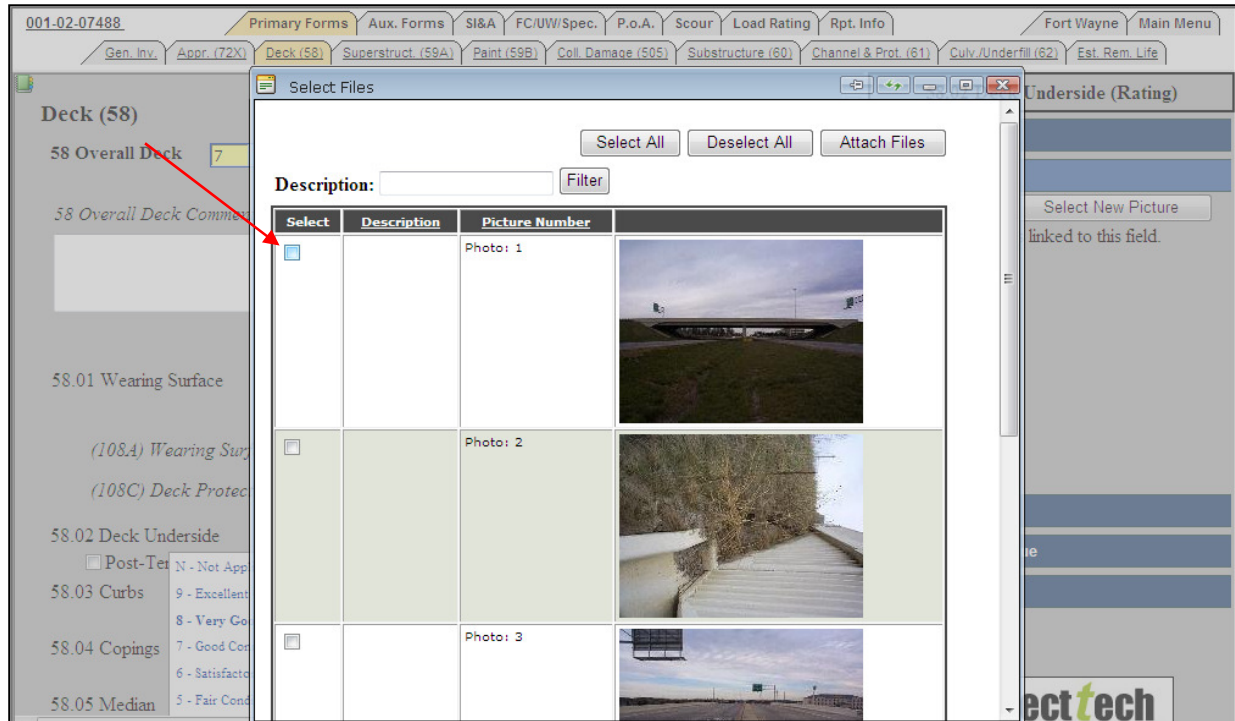
1. As mentioned earlier, in order to link a picture to a specific field in a report, the picture must have already been attached to the report. The way in which you link pictures to a field is through the right-hand sidebar located on each inspection form.
2. Start by selecting the field within the inspection report to which you want to link a picture. The right-hand side bar for that field will have a Pictures bar. Click it and the area will expand. There will be a message saying, "There are no pictures linked to this field," or there will be pictures visible which were previously attached. Now, click the Select New Picture button and choose which picture (from the ones that were attached to the report) you wish to be linked to the field. **Note: Before linking pictures, they must first be uploaded to the report.**
 - Below is a screenshot that demonstrates the beginning process.

The screenshot displays the INDOT BIAS 5.0 Collector Manual interface. The main window shows the 'Deck (58)' form with various fields for rating and comments. The right-hand sidebar is open, showing the '58.02 Deck Underside (Rating)' section. The 'Pictures' tab is selected, and a message states 'There are no pictures linked to this field.' A red arrow points to the 'Select New Picture' button. The 'inspect tech' logo is visible in the bottom right corner of the sidebar.

RATING	GOVERNING	COMMENTS
58.01 Wearing Surface	7	<input type="checkbox"/> There is a small area on the west bound shoulder where there was a previous vehicle fire. No shoring damage (MCH 10/14/2004)
(108A) Wearing Surface Type:	1	
(108C) Deck Protection Type:	1	<input type="checkbox"/> Cathodic Protection
58.02 Deck Underside	8	<input type="checkbox"/> Post-Tensioning
58.03 Curbs	9 - Excellent Condition	
58.04 Copings	8 - Very Good Condition	
58.05 Median	7 - Good Condition	

INDOT BIAS 5.0 Collector Manual

- Choose the picture(s) you want to attach to the field from the pop-up window by clicking the checkbox next to the picture(s). When finished, click the Attach Files button. Now, whenever that field is selected in the future, the picture(s) will appear in the right-hand sidebar. Below is an example of the pop-up window which provides all pictures you can link to the field.



INDOT BIAS 5.0 Collector Manual

How to Set a Picture as the Cover Page and How to Include a Picture in a Printed Report

1. To set a picture as a cover to a report, and to include a picture in a printed report, begin by clicking on the *Rpt. Info* tab and then click the *Pictures* sub-tab. This will open the page containing all the pictures that are attached to the report.
2. From here, each picture will have the options to include it in the printed report and set it as cover picture. These options can be selected and deselected using checkboxes, which are located underneath each picture.

➤ **Note:** Only one picture can be set as the cover picture at a time, but every picture can be include in the printed report. The default setting automatically includes every file attached in the printed report. This is only done on the OVERALL ASSET INSPECTION REPORT. The County Summary Report Book will include a cover page of 4 pictures and a drawing. The first 4 pictures in the inspection report will populate the Asset Cover Page for each bridge in the Inspection/Inventory Reports section of Book 2.

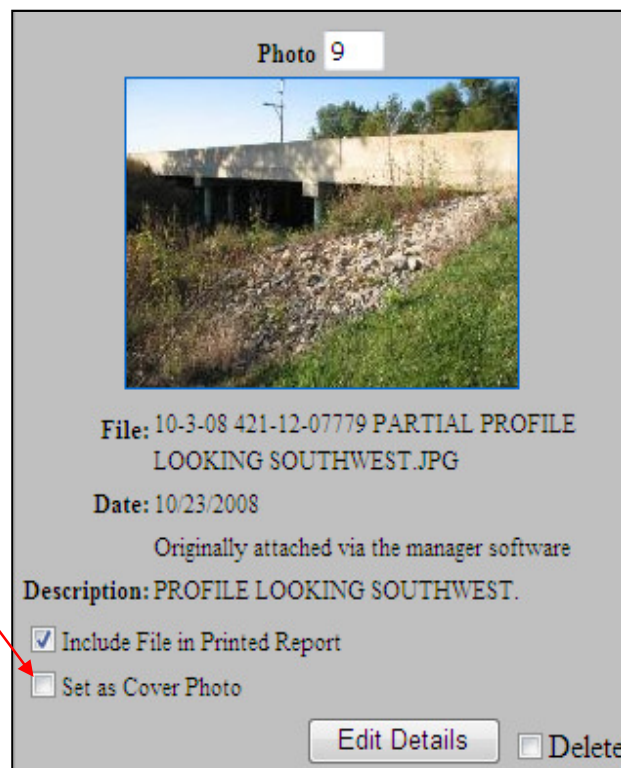



Photo 9



File: 10-3-08 421-12-07779 PARTIAL PROFILE
LOOKING SOUTHWEST.JPG

Date: 10/23/2008

Originally attached via the manager software

Description: PROFILE LOOKING SOUTHWEST.

☒ Include File in Printed Report

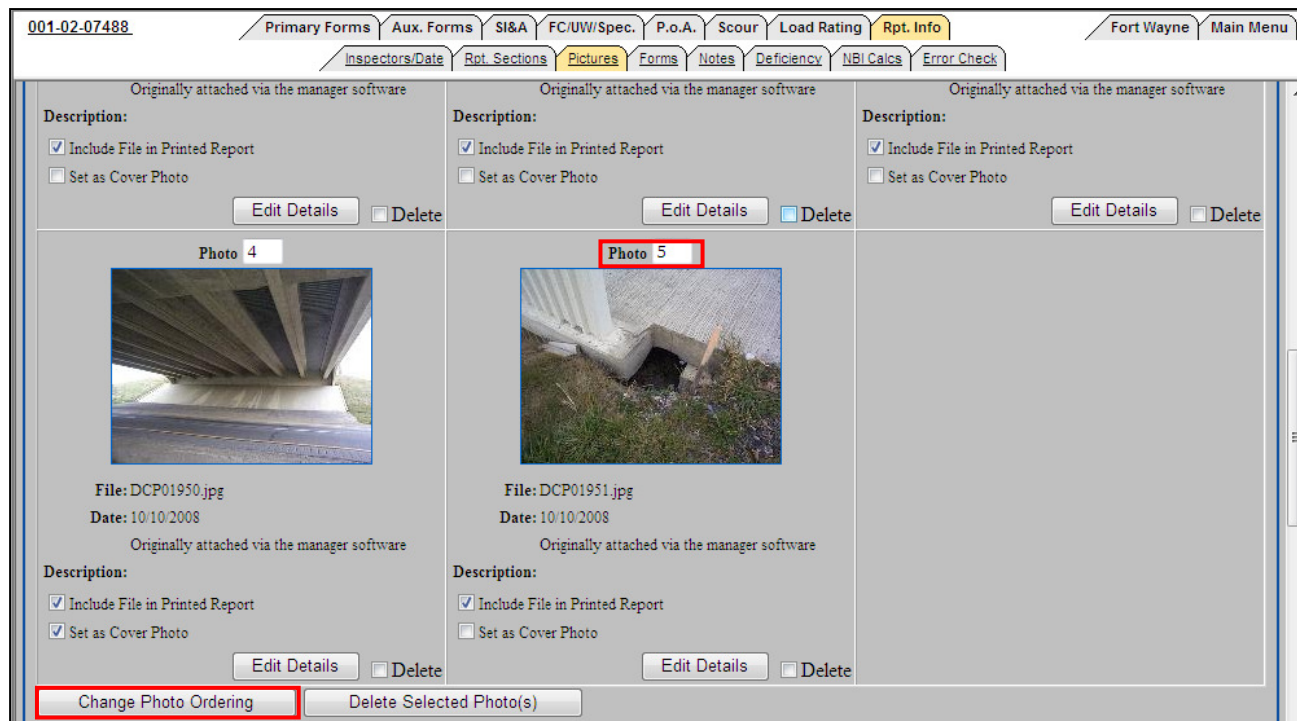
☐ Set as Cover Photo

Edit Details ☐ Delete

INDOT BIAS 5.0 Collector Manual

How to Change the Picture Ordering in a Report

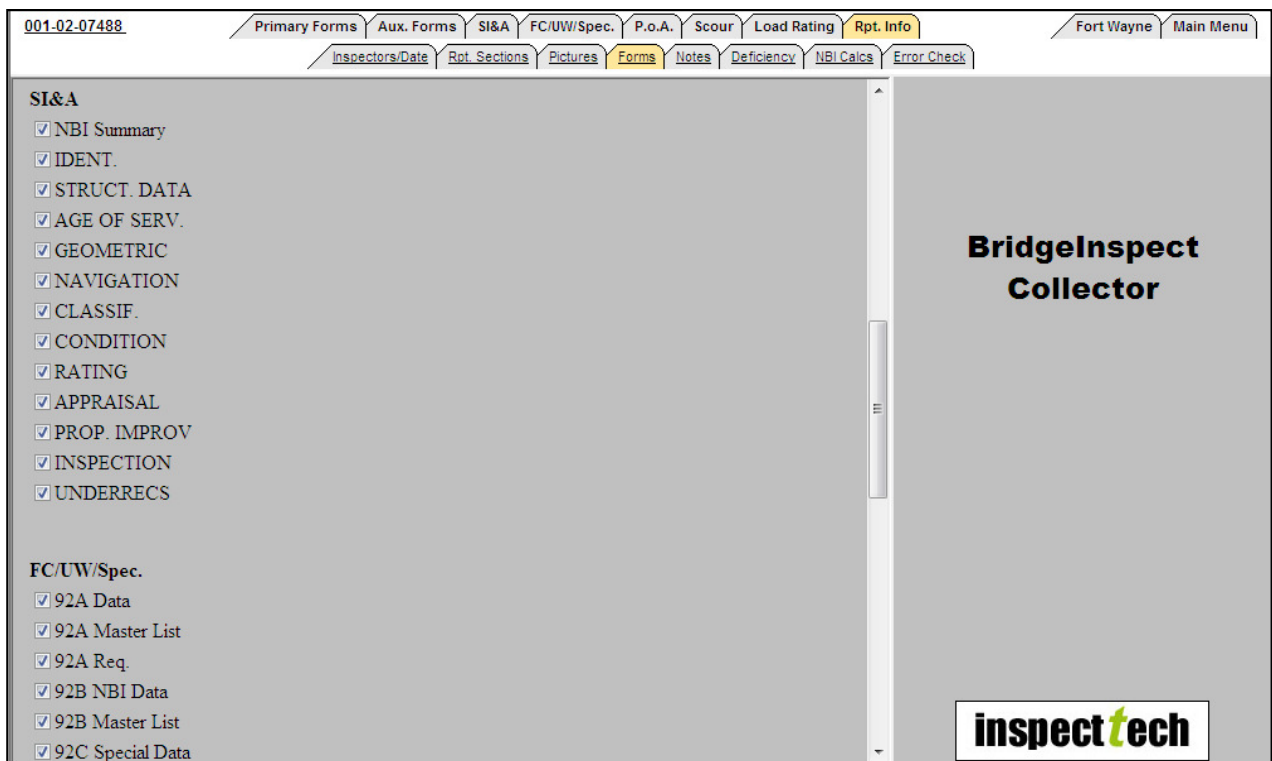
1. Begin by clicking the *Rpt. Info* tab and click the *Pictures* sub-tab. This will open the page containing all the pictures that were attached to the report.
2. As you can see from the screenshot below, above each picture there is a small field with a number inside. This is the order in which the pictures were attached to the report. You can change the order of the pictures by simply typing in the number you want in the field. After typing in the number, you must click the Change Photo Ordering button for the changes to take effect. Once you do this, the software will automatically adjust every picture and place all of them in the correct order.
 - For example, you want picture 5 to be the first picture in the report. You would change the number 5 to a number 1 and click the Change Photo Ordering button. Now, picture 5 will be the first picture in the report, picture 1 would be moved to picture 2, etc.



INDOT BIAS 5.0 Collector Manual


How to Edit Which Forms Appear With a Report

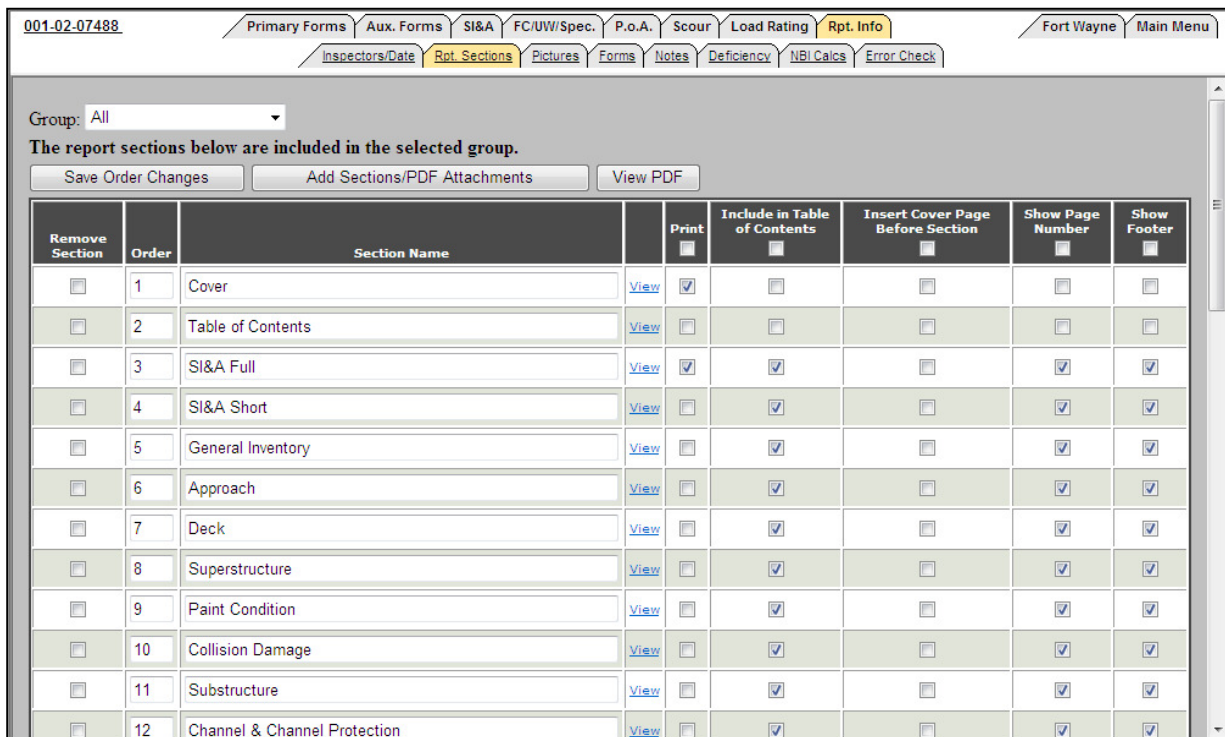
1. First, you must select the report and open it.
2. Click the *Rpt. Info* tab and then click the *Forms* sub-tab. This will open a page containing all available forms within the software. The forms are grouped according to the main tabs they fall under. If the form is included in the report, then there will be a check next to that form's name. **Note: The default setting is to include every form in the report.**
3. If you want to exclude a particular field from a report, simply uncheck the box next to the form.
 - Below is an example of what the *Forms* sub-tab should look like. The screenshot is displaying only a few of the many forms available.



INDOT BIAS 5.0 Collector Manual

How to Manage the Report Sections of a Report

1. Before you can edit the Report Sections of a report, you must first choose which report these changes will effect and click the Edit Report icon ().
 2. Click the *Rpt. Info* tab and then click the *Rpt. Sections* sub-tab. This will open a page containing all report sections. The page will allow you to manage what the report will look like when it is printed and what sections will be included in the report.
 3. When the page opens, you will see all report sections along with as the following options:
 - Add Sections/PDF Attachments button
 - View PDF button
 - Remove Section checkbox
 - Order field
 - Section Name field
 - View hyperlink
 - Print checkbox
 - Include in Table of Contents checkbox
 - Insert Cover Page Before Section checkbox
 - Show Page Number checkbox
 - Show Footer checkbox
 - Save Order Changes button
- Below is an example of what the *Rpt. Sections* sub-tab should look like.



001-02-07488

Primary Forms | Aux. Forms | SI&A | FC/UW/Spec. | P.o.A. | Scour | Load Rating | **Rpt. Info** | Fort Wayne | Main Menu

Inspectors/Date | **Rpt. Sections** | Pictures | Forms | Notes | Deficiency | NBI Calcs | Error Check

Group: All

The report sections below are included in the selected group.

Save Order Changes | Add Sections/PDF Attachments | View PDF

Remove Section	Order	Section Name	View	Print	Include in Table of Contents	Insert Cover Page Before Section	Show Page Number	Show Footer
<input type="checkbox"/>	1	Cover	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Table of Contents	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	SI&A Full	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	SI&A Short	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	General Inventory	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Approach	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Deck	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Superstructure	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Paint Condition	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Collision Damage	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Substructure	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	Channel & Channel Protection	View	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

INDOT BIAS 5.0 Collector Manual

4. From this point, you have several different options. For one, you can view each report section individually by selecting the *View* hyperlink next to each section. You can view the entire report in PDF format by clicking the *View PDF* button at the top of the page. By checking a box, you can include or exclude a section from the entire report, from printing, and from the table of contents. Also, you are able to reorder the sections. To do this, change the section number to what you want by clicking in the field and typing the number. The rest will automatically update. Remember to click the *Save Order Changes* button.
5. If you wish to exclude a report section from the report, click the checkbox next to the section under the *Remove Section* column. This will exclude this section from the report. **Note: If you wish to add the section back in, you must follow step number 7 below.**
6. If you wanted to add a PDF attachment to the printed report, click the *Add Sections/PDF Attachments* button and find the PDF file you wish to add by click the *Browse* button. Click the *Upload* button and the attachment will be added to the report.

The screenshot displays the 'Add Report Section' dialog box within the INDOT BIAS 5.0 Collector Manual interface. The dialog box is titled 'Add Report Section' and contains a sub-section titled 'Add PDF Attachment'. It features a 'File:' field with a 'Browse...' button, a 'Name:' field, and several checkboxes: 'Print' (checked), 'Include in Table of Contents' (unchecked), 'Insert Cover Page Before Section' (unchecked), 'Show Page Number' (checked), and 'Show Footer' (checked). An 'Upload' button is located at the bottom right of the dialog box. The background interface shows a table with columns for 'Remove Section' and 'Order', and a 'Show Footer' button on the right side.

- **Note:** Name the new attachment by using the field under the *File* field. Also, the default selected settings for the new attachment are *Print*, *Show Page Number*, and *Show Footer*. However, these can be changed using the checkboxes when the file is uploaded.

INDOT BIAS 5.0 Collector Manual

7. If you have previously excluded a standard report section from the report, you can add that section back in easily. Click the Add Sections/PDF Attachments button and open the Add Report Section by clicking the Expand button. This will display all standard sections which are not included in the report. Select the ones you wish to add to the report and click the Update button. Close the window and the sections will be added back into the report. **Note: When the section is included again, it will be at the bottom of the report, so you may want to reorder the sections. Below is a screenshot of this process.**

Add Report Section

Add PDF Attachment

File:

Name:

☒ Print

☐ Include in Table of Contents

☐ Insert Cover Page Before Section

☒ Show Page Number

☒ Show Footer

Add Report Section

The report sections below can be added to the Report Sections.

Add	Section Name	View
<input checked="" type="checkbox"/>	Table of Contents	View

8. Report sections can be grouped for easy access to view and print only the forms you need for a report. For example, instead of going through and excluding all the sections you don't need, you can simply choose a group and only the predefined forms will be included in the report. This is shown below.

001-02-07488

Primary Forms | Aux. Forms | SI&A | FC/UW/Spec. | P.o.A. | Scour | L

Inspectors/Date | **Rot Sections** | Pictures | Forms | Notes | Defic

Save Successful


Group: **All**

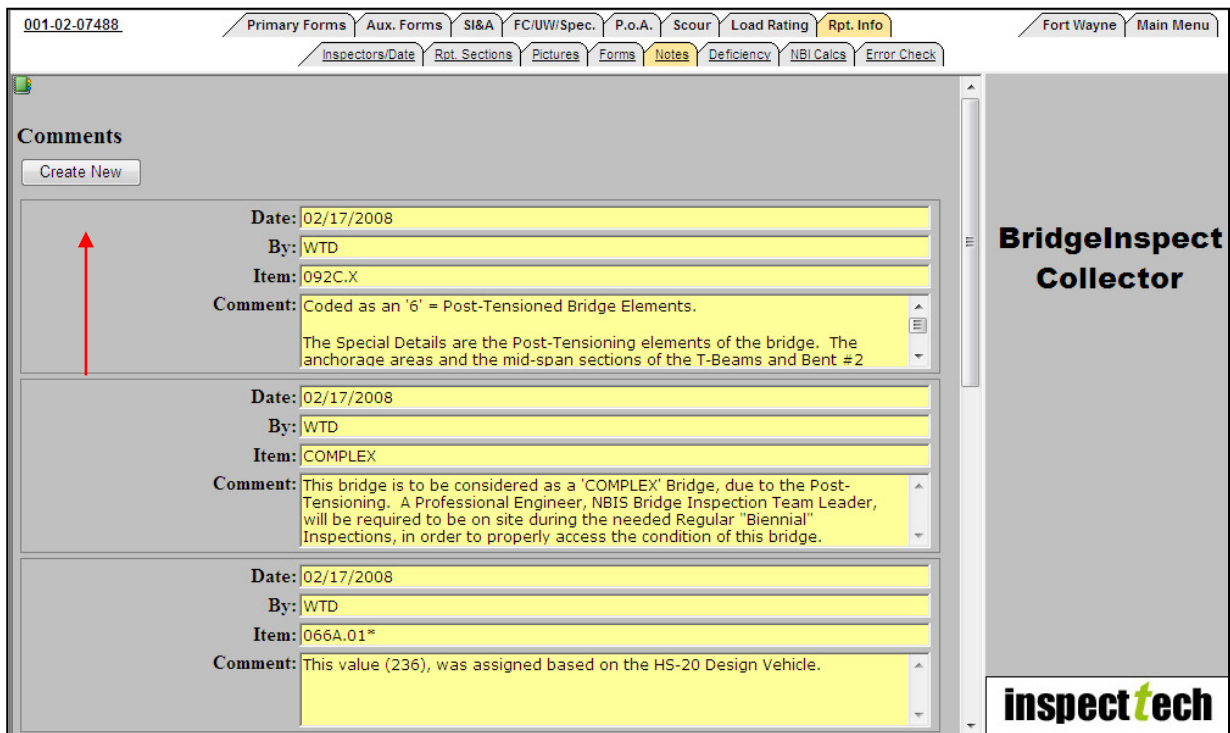
The re... included in the selected group.

Rem Sect	Section Name	View	Print
<input type="checkbox"/>	Table of Contents	View	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3 SI&A Full	View	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4 SI&A Short	View	<input type="checkbox"/>
<input type="checkbox"/>	5 General Inventory	View	<input type="checkbox"/>
<input type="checkbox"/>	6 Approach	View	<input type="checkbox"/>
<input type="checkbox"/>	7 Deck	View	<input type="checkbox"/>

INDOT BIAS 5.0 Collector Manual

How to Add a Comment to a Report

1. In order to further enhance the quality of an inspection report, there is a report section that allows inspectors to add notes to the report, or to give a more detailed account of the inspection.
2. To add a comment to an inspection report, first locate the asset and click on the Edit Report icon () next to its report. Click the *Rpt. Info* tab and click the *Notes* sub-tab. This will show all notes previously attached to this asset.
3. To add a new comment, click the Create New button at the top left of the page. The new comment will generate at the bottom of the page. Begin filling in the fields with the appropriate information. The note will automatically save.



001-02-07488

Primary Forms | Aux. Forms | SI&A | FC/UW/Spec. | P.o.A. | Scour | Load Rating | **Rpt. Info** | Fort Wayne | Main Menu

Inspectors/Date | Rpt. Sections | Pictures | Forms | **Notes** | Deficiency | NBI Calcs | Error Check

Comments

Create New

Date: 02/17/2008
By: WTD
Item: 092C.X
Comment: Coded as an '6' = Post-Tensioned Bridge Elements.
The Special Details are the Post-Tensioning elements of the bridge. The anchorage areas and the mid-span sections of the T-Beams and Bent #2

Date: 02/17/2008
By: WTD
Item: COMPLEX
Comment: This bridge is to be considered as a 'COMPLEX' Bridge, due to the Post-Tensioning. A Professional Engineer, NBIS Bridge Inspection Team Leader, will be required to be on site during the needed Regular "Biennial" Inspections, in order to properly access the condition of this bridge.

Date: 02/17/2008
By: WTD
Item: 066A.01"
Comment: This value (236), was assigned based on the HS-20 Design Vehicle.

BridgeInspect Collector

inspecttech

INDOT BIAS 5.0 Collector Manual

How to View the National Bridge Inventory (NBI) Calculations from an Inspection Report

1. To view and recalculate the NBI calculations, start by clicking on the Edit Report icon (📝) for the necessary asset. From this point, click the *Rpt. Info* tab and then click the *NBI Calcs* sub-tab.
2. This will take you to the page where all the NBI calculations are determined. Notice that there are 3 NBI fields, along with their values at the top of the page. These are fields that are directly linked from the forms and are used to calculate the sufficiency ratings and determine the classification of the asset.


➤ Below is a screenshot that shows the *NBI Calcs* tab:

FIELDS USED TO CALCULATE SUFFICIENCY RATING			
IDENTIFICATION		CONDITION	
\$B. BRIDGE NUMBER:	04489	\$8. DECK:	6
		\$9. SUPERSTRUCTURE:	5

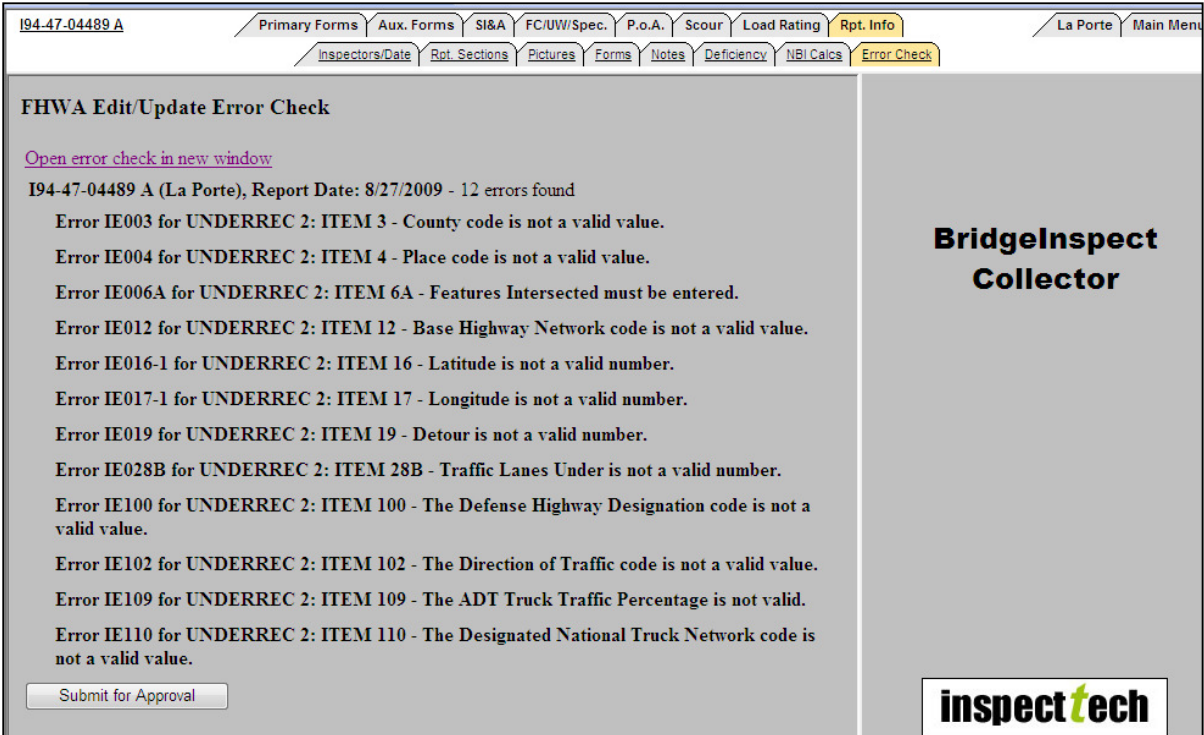
- **Note:** Official values are only obtained via the Federal Highway Administration (FHWA) from the annual submission. This will be updated by a system administrator once the data has been evaluated and returned to INDOT.

INDOT BIAS 5.0 Collector Manual

How to Perform an Error Check

1. To perform an error check using the FHWA Edit/Update log, you must first click the Edit Report icon () for the correct asset.
2. Next, click on the *Rpt. Info* tab click the *Error Check* sub-tab.
3. When you click this sub-tab, the error check will automatically begin. When the page opens, you will be able to see all errors throughout the report. These errors can range in variety and are composed of FHWA error checks and any customized INDOT error checks.

➤ Below is a screenshot of a typical error check for an inspection report:



The screenshot displays the BridgeInspect Collector interface. The top navigation bar includes tabs for Primary Forms, Aux. Forms, SI&A, FC/UW/Spec., P.o.A., Scour, Load Rating, Rpt. Info, La Porte, and Main Menu. The Rpt. Info tab is active, and the Error Check sub-tab is selected. The main content area is titled "FHWA Edit/Update Error Check" and lists 12 errors found for report I94-47-04489 A (La Porte), dated 8/27/2009. The errors are as follows:

- Error IE003 for UNDERREC 2: ITEM 3 - County code is not a valid value.
- Error IE004 for UNDERREC 2: ITEM 4 - Place code is not a valid value.
- Error IE006A for UNDERREC 2: ITEM 6A - Features Intersected must be entered.
- Error IE012 for UNDERREC 2: ITEM 12 - Base Highway Network code is not a valid value.
- Error IE016-1 for UNDERREC 2: ITEM 16 - Latitude is not a valid number.
- Error IE017-1 for UNDERREC 2: ITEM 17 - Longitude is not a valid number.
- Error IE019 for UNDERREC 2: ITEM 19 - Detour is not a valid number.
- Error IE028B for UNDERREC 2: ITEM 28B - Traffic Lanes Under is not a valid number.
- Error IE100 for UNDERREC 2: ITEM 100 - The Defense Highway Designation code is not a valid value.
- Error IE102 for UNDERREC 2: ITEM 102 - The Direction of Traffic code is not a valid value.
- Error IE109 for UNDERREC 2: ITEM 109 - The ADT Truck Traffic Percentage is not valid.
- Error IE110 for UNDERREC 2: ITEM 110 - The Designated National Truck Network code is not a valid value.

At the bottom left, there is a "Submit for Approval" button. On the right side, the "BridgeInspect Collector" logo is displayed, and at the bottom right, the "inspecttech" logo is visible.

4. As you can see above, the error check shows the location of the error, as well as why it is an error. This significantly reduces errors throughout the inspection reports and allows for quick reviews before submitting for approval.

INDOT BIAS 5.0 Collector Manual

How to View Historical Inspection Reports

1. The BridgeInspect™ Collector software keeps all historical reports and data within the database as far back as permitting. These past reports are useful in several ways and are a valuable source of information to asset owners. The software allows the inspector to use the last inspection report data to pre-populate many of the reporting fields when starting a new report. All available fields are filled in and highlighted yellow. When a field is changed, the color changes to white. This not only saves time by not having to type in repetitive data from year to year, but it also highlights the changes from the previous inspection report.
 2. To view a historical report, begin by navigating to the Main Page of the software. Use one of the search functions (Quick Select, Tree Search, or Filter) to find the asset you are looking for.
 3. Once you have found the asset, open the asset detail page by clicking on the asset. Scroll down to the Report Details section and find the Approved Reports heading. Under the Approved Reports heading, click on the Action icon (✕) and select the "View Report PDF" action.
- Below is an example of what your screen should look like. When you click the radio button next to the "View Report PDF" action, this will open a window that will allow you to choose how you want to see the PDF.

The screenshot displays the BridgeInspect software interface. On the left is a tree view of assets, with '(231)43-54-05995 A' selected. The main panel shows details for this asset:

- Asset Type:** Bridge
- Feature Intersected:** SUGAR CREEK
- Facility Carried:** US 231
- District Code:** 01 - Crawfordsville
- Location:** 0.32 N US 136
- Post:** 178
- Offset:** 43
- Name of Structure:**
- Latitude:** 40 - 02. - 54.00
- Longitude:** 086 - 54. - 06.00

Below the details is a 'Report Details' section with a 'Create Report' button. It contains three headings:

- In Progress Reports:** No reports
- Reports Pending Approval:** No reports
- Approved Reports**

The 'Approved Reports' section contains a table:

Creation Date	Inspection Date	Report Status	Action
12/15/2008	12/15/2008	Approved on 7/7	
08/22/2007	08/22/2007	Approved	✕

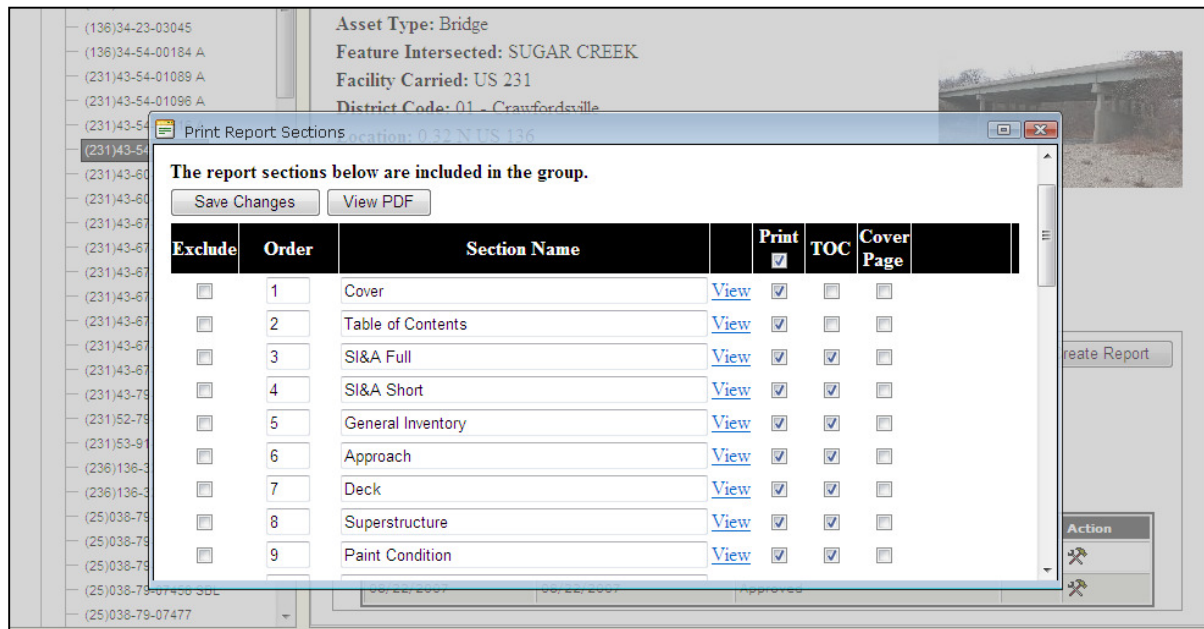
A 'Select Action' dialog box is open over the table, showing the following options:

- ☒ View Report PDF
- ☐ Submit to Manager
- ☐ Undo Approval
- ☐ Delete Server Report
- ☐ View Report Form View

An inset image in the top right corner shows a photograph of a bridge over a creek.

INDOT BIAS 5.0 Collector Manual

- This window allows you to control how you view the report PDF. For example, if you want to locate only the load rating for the asset in 2007, you can choose the report section that has that data in it and view/print that particular section. As you can see from the screenshot below, there are numerous ways to manipulate the PDF to get the information desired, including excluding sections, reordering the sections, editing the section name, viewing one section at a time, printing, managing what sections are in the table of contents, and assigning a picture from a section to the cover page.



- After you have selected the way in which you want to view the PDF, click the View PDF button and find the historical information you need.

➤ **Note: Past reports not completed with the BridgeInspect™ Collector software can be scanned in and uploaded to the Manager. These past reports are accessible via the Manager component.**

INDOT BIAS 5.0 Collector Manual

How to Edit a Picture Using InspectTech's Image Editor

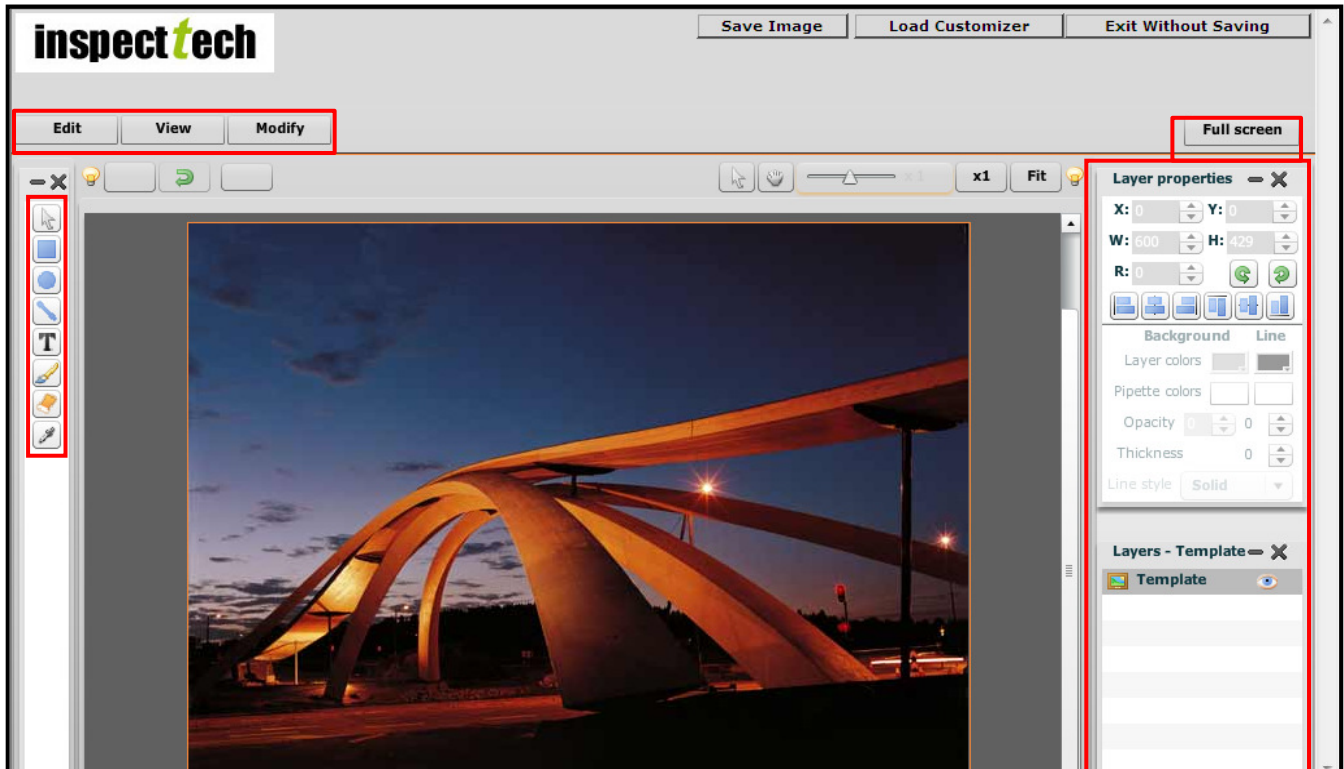
1. The image editor is a powerful, new tool that allows inspection pictures to be more enhanced and beneficial to the inspection report. Inspectors have the ability to edit the pictures attached to their inspection reports by cropping, adding lines/circles/boxes around important details, having text written directly on the picture, and many more capabilities which add to the usefulness and visibility of the picture.
2. To begin, locate the desired asset and its inspection report, then click the Edit Report icon (📝). When the report is generated, click the *Rpt. Info* main tab and then click the *Pictures* sub tab.
3. You will be able to see all the pictures attached to this inspection report. Find the picture that you would like to edit, or attach another picture and click on the "Edit Image" icon, located underneath the picture. Below is a screenshot showing where the image editor icon is located.



4. Click the icon and it will take you directly to the Image Editor. The picture will automatically upload into the editor and be placed on a canvas. At this point, you can begin editing or making modifications to the picture.

INDOT BIAS 5.0 Collector Manual

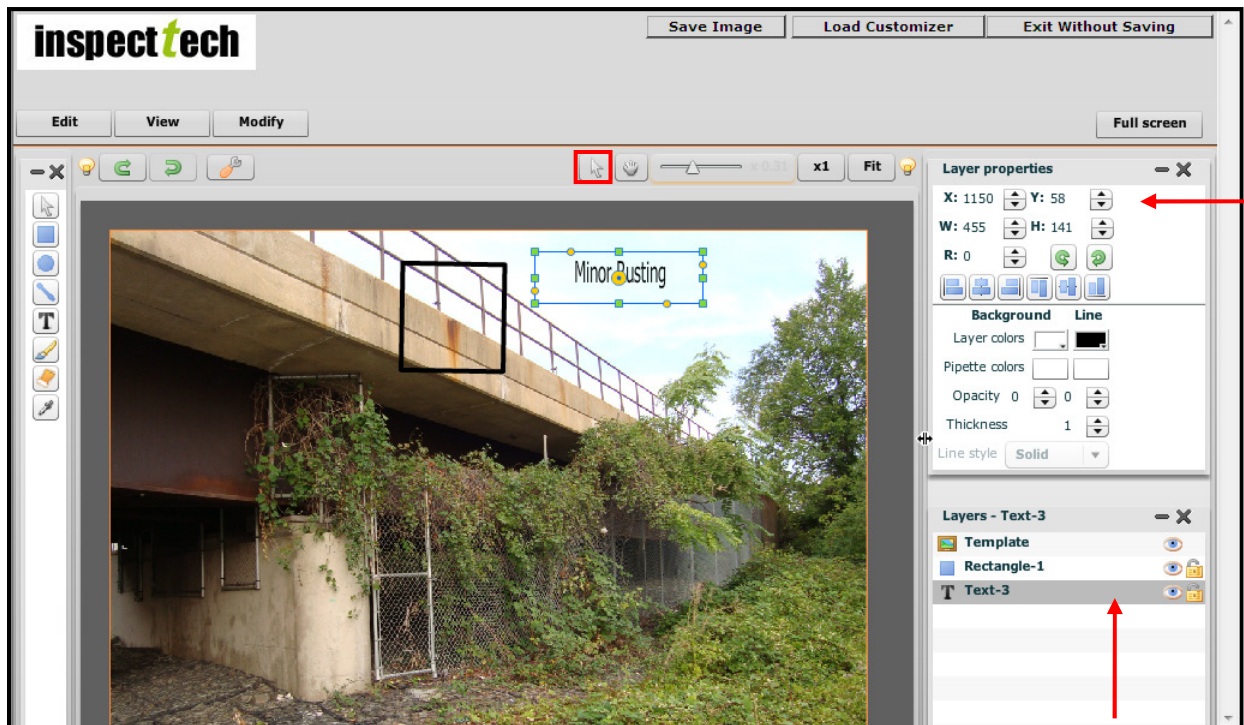
- Below is a screenshot of the Image Editor when it is first opened. Notice on the top of the screen there are 3 buttons: Save Image, Load Customizer, and Exit Without Saving. There are also 4 other buttons which are outlined in red in the screenshot: Edit, View, Modify, and Full screen. The Edit button allows you to perform basic functions, such as Undo, Redo, Cut, Paste, Copy, and Delete. If you click the View button, it allows you to add a grid to the canvas or allows you to view the toolbox. If you click the Modify button, it permits you to change specific characteristics of the picture, such as its contrast and brightness. The Modify button also enables you to crop the image to the appropriate size or to eliminate unwanted objects/background in the picture.



5. Finally, the Modify button also has a Reset Modifications button in case you make changes that are unwanted. The Full Screen button shows you an enlarged version of the screen. This is so the user can see the picture better and make changes with better accuracy.
6. To begin editing, select one of the tool options on the left-hand side of the screen, or you can click the Edit, View, or Modify buttons. To see which tools are which, you can place your mouse over the icon and its name will appear. The tools allow you to add boxes, circles, lines, text, and hand drawings to the picture in the form of layers. These layers are controlled by the 2 sections on the right-hand side of the screen: Layer properties and Layers – Templates.

INDOT BIAS 5.0 Collector Manual

7. For example, you want to add a box around an important portion of a bridge, and also add some text describing what the box was displaying. When the user adds these 2 features to the picture, they become their own layers and are shown in the Layers section. When a layer is selected, its properties are shown in the Layer properties section. A user can edit those properties in this section which will change the way the object is viewed in the picture.
 - Below is a screenshot showing the layers and their properties: Notice how the text layer is highlighted and how the text layer properties are shown in the Layer properties section. If you wanted to see the layer properties for the box, all you would have to do is click on the Rectangle-1 layer in the Layers section.



8. If you want to move the text closer to the rectangle, you could go to the Layer properties section and adjust the X and Y coordinates by using the up and down arrows. If you did not want the text in the picture anymore, all you would have to do is select the text layer and press the Delete button on your keyboard. You can also hide a layer by clicking on the "eye" icon in the Layers section. This will toggle the layer on and off, giving you the ability to focus on one layer at a time.
 - There is another way to move a text layer. The "arrow" icon right above the picture will allow you to grab a layer and move it anywhere on the canvas. This is quicker than using the X and Y coordinates.
9. Once you are done making modifications and editing the picture, you have 2 options: Save Image or Exit Without Saving. If you click the Save Image button, it will take you back to the *Pictures* tab. The new image will not be visible until you click on the green refresh button underneath the image. If you click the Exit Without Saving button, it will also take you back to the *Pictures* tab, but the picture will remain unmodified.

Note: The best way to learn how to use the image editor is to practice. The more you use it, the easier it becomes to operate.

INDOT BIAS 5.0 Collector Manual

How to Create a New Asset

1. The BridgeInspect™ Collector software is not only a means of completing reports and a tool to aid in the overall inspection process. With the necessary permissions, the BridgeInspect™ Collector software can also serve as a means to perform administrative tasks for inspectors. These tasks include managing assets and user assignments; security tasks, such as editing users; managing roles and form security; and finally audited reporting.
2. To create a new asset, place your mouse over the *Administration* tab on the Main Page and select the “Manage Bridges” option from the drop-down menu. This will display a page called “Manage Assets and User Assignment.” From there, choose the district or county where the bridge is located.
3. Click on the [Create New Asset] option on the left-hand side, which is under the correct district/county. This will generate the page where you will actually create the asset in the system.
 - Below is an example of how to create a new asset. For this example, you want to create a bridge in Brown County, Indiana.

Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 6 new (view) Quick Select: Type bridge name here

Main Administration Views Reports Help

INDOT Central Office : Administrator, InspectTech (Logout)

Manage Assets and User Assignment

BICTEST St Of Indiana

- [Create New Asset]
- Test Assets
- County Bridges
 - [Create New Asset]
 - Adams
 - Allen
 - Bartholomew
 - Benton
 - Blackford
 - Boone
 - Brown
 - [Create New Asset]
 - 0700001
 - 0700002
 - 0700003
 - 0700004
 - 0700005

Create new asset for: Brown

Asset Information

Bridge Number:

Asset Code:

Parent Asset: Brown

Asset Order:

Asset Type: Bridge

Default Report Type: INDOT FULL

Asset Status:

☐ This asset is used for summary reporting

☐ This asset can contain other assets

Copy Asset Save Save and Create More Delete

4. Fill in the appropriate information, starting with the Bridge Number field. Do not forget the checkboxes at the bottom, which may apply to some assets. Click the Save button when you are finished, or click the Save and Create More button if you still have more assets to create.

INDOT BIAS 5.0 Collector Manual

How to Edit an Existing Asset

1. Another administrative task that an inspector with the correct permissions can perform is editing assets. Just like creating a new asset, the inspector can log on to the software and actually edit the asset itself, such as its name, code, type of structure, its type of report required, and the status of the structure.
 2. To begin, place your mouse over the *Administration* tab on the Main Page and select the “Manage Bridges” option from the drop-down menu. From here, choose the asset you wish to edit from the tree filter and click on it. This will open a window in the area directly to the right of the tree.
- Below is a screenshot of what the page should look like at this point.

Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 6 new (view)
Quick Select: Type bridge name here

Main Administration Views Reports Help
INDOT Central Office : Administrator, InspectTech (Logout)

Manage Assets and User Assignment

BICTEST St Of Indiana
[Create New Asset]
_Test Assets
County Bridges
[Create New Asset]
Adams
Allen
Bartholomew
[Create New Asset]
0300003
0300004
0300005
0300006
0300007
0300008
0300009

Edit Asset: 0300006

Asset Information

Bridge Number: 0300006
Asset Code: 0300006
Parent Asset: Bartholomew
Asset Order:
Asset Type: Bridge
Default Report Type: INDOT FULL
Asset Status:
☐ This asset is used for summary reporting
☐ This asset can contain other assets
Copy Asset Save Save and Create More Delete

3. Now enter the information that you need to edit on the asset and click the Save or Save and Create More buttons.

INDOT BIAS 5.0 Collector Manual

How to Archive a Bridge

1. Archiving a bridge basically has the same effect of deleting it from the current report cycle except there is one difference: it saves all of the information pertaining to the bridge for future access, but excludes it from reporting/searching.
2. Place your mouse over the *Administration* tab on the Main Page and select the “Manage Bridges” option from the drop-down menu. Now, select the location of the bridge using the tree on the left-hand side and click on the bridge you wish to archive.
3. On the right-hand side of the page there will be an Asset Information section. Locate the Asset Status drop-down menu field and select “Archived” from the list that appears.
4. Click the Save button.

How to Delete a Bridge

1. Archiving a bridge will remove the bridge from the active list while still keeping the historical records. Deleting a bridge will completely remove the bridge from the software, including the historical records. **Note: There is not an Undo option. Once you delete the bridge, it is permanently deleted.**
2. Place your mouse over the *Administration* tab on the Main Page and select the “Manage Bridges” option from the drop-down menu. Now, select the location of the bridge using the tree on the left-hand side and click on the bridge you wish to archive.
3. On the right-hand side of the page there will be an Asset Information section. Locate the Asset Status drop-down menu field and select “Delete” from the list that appears.
4. Click the Save button.

Edit Asset: 001-15-02474

Asset Information

Name: 001-15-02474

Code: 10

Asset Type: Bridge

Default Report Type:

Asset Status:

☐ This asset is used for summary reporting

☐ This asset can contain other assets

Save Save and Create More Delete

INDOT BIAS 5.0 Collector Manual

How to Add a New User

1. Begin by placing your mouse over the *Administration* tab. From the drop-down menu, move your mouse over the “Security” option and then select the “Create and Edit Users” option.
2. This will open up a new page called “User Management.” This is where you can create new users for the software.
3. Begin by selecting the “Create New User” option in the list on the left. Fill in the new user’s information and assign a role and password. **Note: The inspector will be able to change his or her password at a later time.** You can select the user’s Role from the drop-down menu, or you can use the checkbox next to “Copy asset permissions from another user” and choose the person whose permissions are the exact same as the new user. This will make his or her Role and Member Of sections the same as the other person’s.
4. When you click the Save button, the user will be created. The person’s user name will be his or her first initial then his or her last name (e.g., Ryan Miller would be rmiller). If there is another person with the same user name, the software will place a number after the user name (e.g., rmiller2).
5. Click the Save button.

Indiana Department of Transportation
Bridge and Structure Inspection System
inspecttech

Messages: 6 new (view)
Quick Select: Type bridge name here
[View bridge group](#)

Main Administration Views Reports Help
INDOT Central Office : Administrator, InspectTech (Logout)

User Management

- Create New User- (highlighted with a red arrow)
- Administrator, InspectTech
- Anthis, Ronnie
- Atkinson, Tim
- Bewley, Dan
- co, Adams
- co, Allen
- co, Bartholomew
- co, Benton

First Name:
Last Name:
Member Of:
Role:
Email Address:
Password:
Confirm New Password:
Password Expiration Date:
Password Valid For Days:
Copy asset permissions from another user: ☐

INDOT BIAS 5.0 Collector Manual

How to Edit/Delete a User

1. Begin by placing your mouse over the *Administration* tab. From the drop-down menu, move your mouse over the “Security” option and then select the “Create and Edit Users” option.
2. This will open up a new page called “User Management.” This is where you can edit or delete users.
3. Select the user that you wish to edit from the list on the left, and make any of the necessary changes. If you are deleting the user, click on the user’s name and then click the Delete button.
4. Click the Save button.

➤ Below is a screenshot showing how to edit or delete a user’s information.

The screenshot displays the 'inspecttech' application interface. At the top, the Indiana Department of Transportation logo is on the left, and the text 'Indiana Department of Transportation Bridge and Structure Inspection System' is in the center. To the right, there is a 'Messages: 6 new (view)' link and a 'Quick Select:' dropdown menu with the text 'Type bridge name here' and a 'View bridge group' link. Below the header, there is a navigation bar with tabs: 'Main', 'Administration', 'Views', 'Reports', and 'Help'. The 'Administration' tab is selected. On the right side of the navigation bar, it says 'INDOT Central Office : Administrator, InspectTech (Logout)'. The main content area is titled 'User Management'. On the left, there is a list of users: 'Administrator, InspectTech', 'Anthis, Ronnie', 'Atkinson, Tim', 'Bewley, Dan', 'co, Adams', 'co, Allen', 'co, Bartholomew', 'co, Benton', and 'co, Blackford'. The 'Administrator, InspectTech' user is selected. On the right, there is a form for editing user information. The fields are: 'First Name: InspectTech', 'Last Name: Administrator', 'Member Of: INDOT Central Office' (dropdown), 'User Name: inspecttech', 'Role: Administrator' (dropdown), 'Email Address:', 'Password:,', 'Confirm New Password:,', 'Password Expiration Date: [calendar icon]', and 'Password Valid For Days:'. At the bottom right of the form are 'Save' and 'Delete' buttons.

INDOT BIAS 5.0 Collector Manual

How to Run an Audit-Report

1. The audit-report function provides a means to see all actions and changes made via the software. The 2 types of reports available are Asset and Report Changes, or User Access. The Asset and Reports Changes report tracks any changes made to the structures and inspection reports. The User Access report tracks when each user accessed the system.
2. To run an audited report, start at the Main Page. Place your mouse over the *Administration* tab. From the drop-down menu, select the "Audit Reports" option. Once you click on this, it will load a new page where you will enter the information about the audit report.
3. From the Report Type drop-down menu, choose which type of audited report you wish to generate. Choose the date range from which you want the system to pull information. Type in the Inspector Name, Asset Name Contains, or Changed Object Contains fields to narrow the report to exactly what you want to find.

Note: These 3 categories are optional and do not need to be filled out to run the report.

4. When all the information is entered, click the Run Report button.

➤ Below is a screenshot of what the page should look like.

The screenshot shows the 'Audit Report' page of the 'inspecttech' system. The page header includes the Indiana Department of Transportation logo, the title 'Bridge and Structure Inspection System', and the 'inspecttech' logo. A navigation bar contains links for 'Main', 'Administration', 'Views', 'Reports', and 'Help'. The 'Administration' tab is selected. The 'Audit Report' section contains the following fields:

- Report Type:** A dropdown menu with 'Asset and Report Changes' selected.
- Changed Date:** Two date pickers labeled 'From:' and 'To:'.
- Inspector Name:** A text input field.
- Asset Name Contains:** A text input field.
- Changed Object Contains:** A text input field.
- Report Date:** Two date pickers labeled 'From:' and 'To:'.

A 'Run Report' button is located at the bottom right of the form. The page also displays a 'Messages: 6 new (view)' link in the top right corner and a 'Quick Select: Type bridge name here' search bar.

INDOT BIAS 5.0 Collector Manual

How to Run Summary Reports

1. Some users may have template reports already installed in the system that can be run quickly and printed. For example, every month you have to submit a report detailing all bridges past their inspection due dates. This is now a very easy and quick process. All you have to do is choose what specific report you want, and the system will automatically retrieve all bridges past their due inspection dates.
2. In order to perform this function, begin by going to the Main Page and click the *Reports* tab. Select the "System Reports" option from the drop-down menu. This will generate the screen like the one below.

Summary Reports

Parent Asset:

Output Type:

Reports:

Report	Description	
Deficiency Query	Shows all currently unresolved deficiencies	run report
Next 2 Months	Shows all bridges due in the next 2 months	run report
Past Due	Shows all bridges past their inspection due date	run report
Special Inspections (w/ FC)	Shows all bridges that require special and FC inspections	run report
Special Inspections	Shows all bridges that require need special inspections	run report
Underwater	Shows all bridges that require underwater inspection	run report
Fracture Critical	Shows a list of all fracture critical bridges	run report
High Priority Deficiencies	Shows all high priority, incompletd deficiencies	run report
Submitted For Approval	Shows all bridges whose reports are submitted for approval	run report

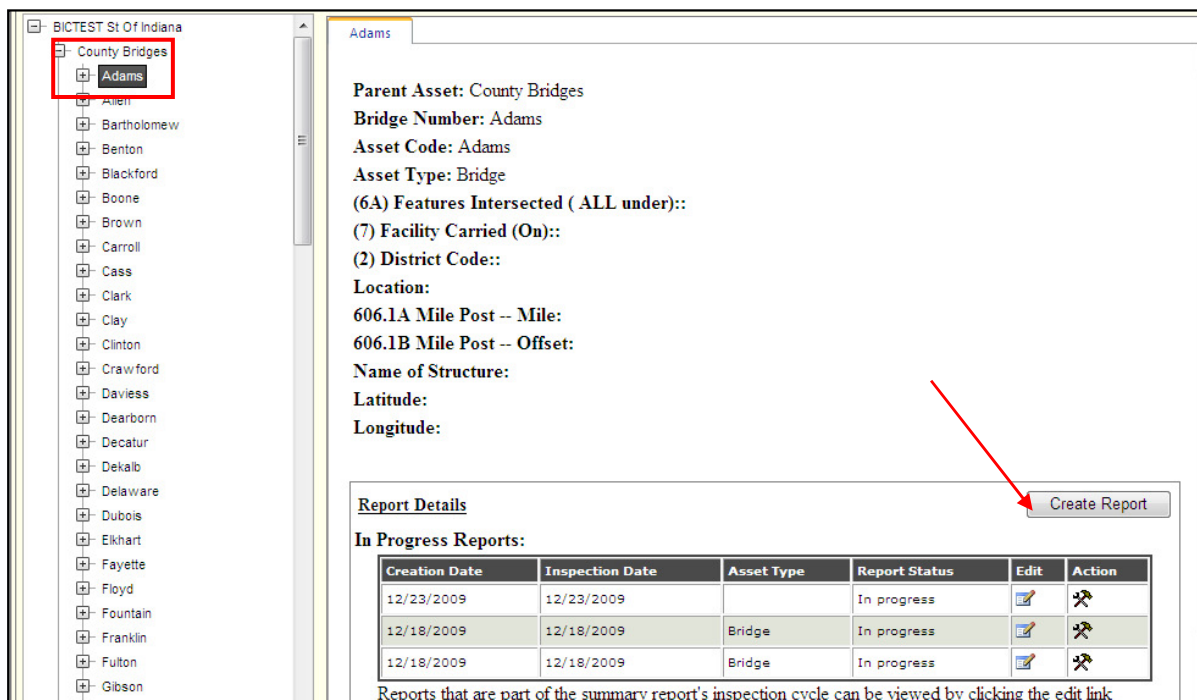
3. Determine what kind of output you want the report to be generated as (PDF, HTML, or Excel) by using the Output Type drop-down menu. Next, find the report you need to run from the list of pre-existing reports and click on the *run report* hyperlink on the right side of the page. Below is an example of a summary report:

Past Due Inspections					
Bridge Number	NBI	Location	Features Intersected	County	Inspection Date
0275-0-05639	49660	0 OHIO RIVER	OHIO RIVER	015	09/03/2005
0275-1-02415 B	49670	1.08 S US 50	CSX RR & UNNAMED CREEK	015	09/03/2005
0231-74-7721	29366	0.4 S SR 66	OHIO RIVER & SR 66	074	11/16/2005
0085-0-04810	34528	0.44 S US 31	OHIO RIVER	010	11/20/2005
0031-10-07102 A	8868	0.62 S SR 62X	OHIO RIVER & STREETS	010	11/25/2005
041-93-00569 NBL	14202	2.66 S I-164	OHIO RIVER & ROAD	082	11/26/2005
041-93-04996 SBL	14205	2.16 S I-164	ACCESS RD & N FLOOD PLAIN	082	11/27/2005
041-93-04995 SBL	14203	3.21 S I-164	SOUTH FLOOD PLAIN	082	11/27/2005
041-93-05000 SBL	14204	2.66 S I-164	OHIO RIVER	082	11/27/2005
063-83-01724	28410	0.48 N SR 71	HUMPHERY'S BRANCH	083	11/20/2006
063-83-04323 CNBL	22640	2.75 S SR 163	BROULETT'S CREEK	083	11/27/2006
0085-187-05490	37840	4.77 N SR 43	I-65	079	11/27/2006
063-83-01497 BSBL	22745	1.53 S SR 32	JORDAN'S BRANCH	083	12/15/2006
063-83-01496 JBNB	22730	0.62 N SR 234	VERMILLION RIVER	083	12/19/2006
063-83-01496 CSBL	22735	0.62 N SR 234	VERMILLION RIVER	083	12/19/2006
0231-79-07530 NBL	16193	1.28 S SR 25	BIG WEA CR. & ELLIOTT DT	079	01/03/2007
052-06-03142	19160	0.73 W I-65	PRAIRIE CREEK	006	01/07/2007
018-91-05503 B	4615	2.71 E US 231	I-65	091	02/04/2007
018-91-06997	4620	0.71 E I-65	RAYMAN DITCH	091	02/04/2007
0085-175-05542	37660	0.64 S SR 25	I-65	079	02/18/2007
039-32-07475	13180	1.21 N I-70	BRANCH MC CRACKEN CREEK	032	03/12/2007
063-84-08074	22584	2.4 N SR 246	TRIBUTARY TO PRAIRIE CR.	084	03/16/2007

INDOT BIAS 5.0 Collector Manual

How to Create a County Summary Report Booklet

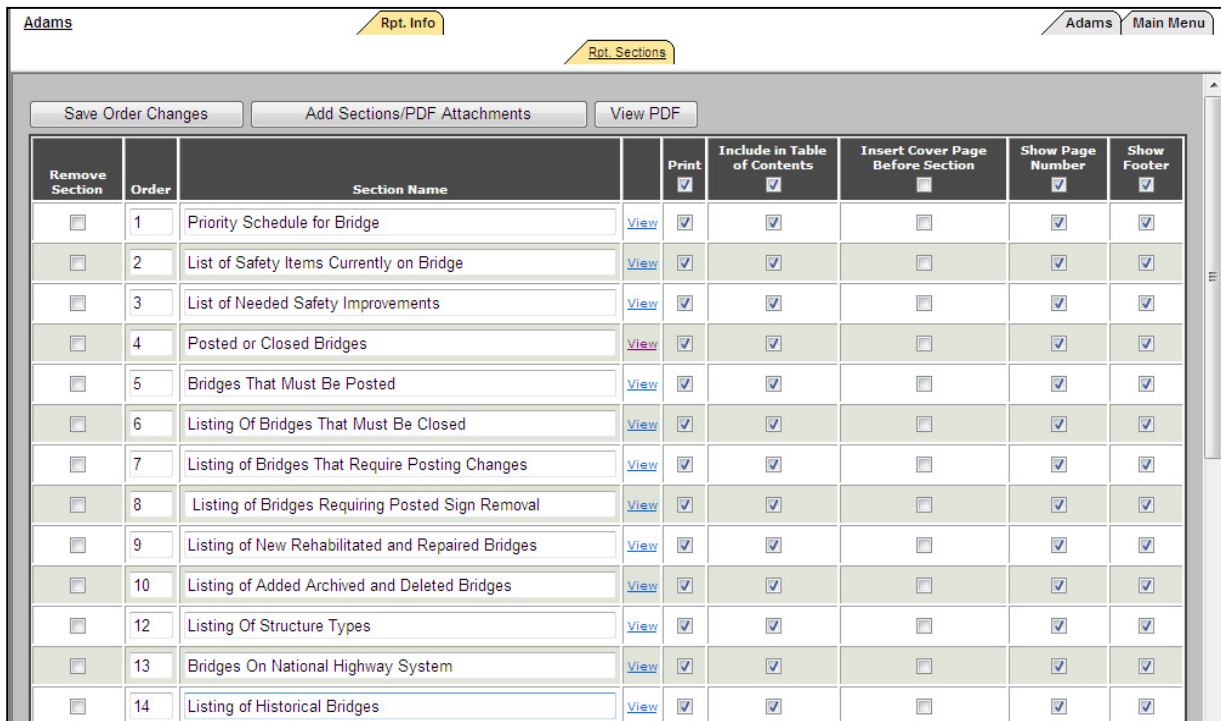
1. The BridgeInspect™ Collector software allows Indiana County personnel the ability to view a summarized report on all of their bridges, in a single location, with the click of a button. These summary reports are specifically pre-designed for Indiana Counties and are automatically updated when information in the system is edited or added. This summary report provides information on numerous important topics, which are specifically included for the counties of Indiana. The summary reports provide a clear overview of the wellbeing of all the county's bridges. Along with the special reporting sections, the County Summary report also includes the most current inspection report for each bridge in that county. Here are a few sections which are included in the County Summary Report Booklet:
 - Priority Schedule for Bridges
 - List of Safety Items Currently on Bridge
 - List of Needed Safety Improvements
 - Bridges that Must be Posted
 - Listing of Bridges that Must be Closed
 - Summary of Changes in 92A, 92B, and 92C
2. To create a County Summary Report Booklet, use the tree search located at the bottom of the main page. Click on the plus symbol next to the "County Bridges" option to expand all the counties. Next, locate the county for which you want to create the summary report and click only on the county's name. Now, scroll down to the Report Details section and click the Create Report button next to the report. **Note: By clicking on the asset's name, you will only see the county summary reports.**
 - Below is a screenshot showing this process:



INDOT BIAS 5.0 Collector Manual

- This will take you directly to the *Rpt. Sections* tab, which is where you will be able to view and print the entire book, or just certain sections of the book. The *Rpt. Sections* tab also allows you to add sections, view a PDF, and much more. Please refer to “How to Manage the Report Sections of a Report” section of this document for more information and assistance with the *Rpt. Sections* tab.

➤ Below is a screenshot which shows the *Rpt. Sections* tab for a County Summary Report:



Remove Section	Order	Section Name	View	Print	Include in Table of Contents	Insert Cover Page Before Section	Show Page Number	Show Footer
<input type="checkbox"/>	1	Priority Schedule for Bridge	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	List of Safety Items Currently on Bridge	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	List of Needed Safety Improvements	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	Posted or Closed Bridges	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	Bridges That Must Be Posted	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Listing Of Bridges That Must Be Closed	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Listing of Bridges That Require Posting Changes	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Listing of Bridges Requiring Posted Sign Removal	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Listing of New Rehabilitated and Repaired Bridges	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Listing of Added Archived and Deleted Bridges	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	Listing Of Structure Types	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	13	Bridges On National Highway System	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14	Listing of Historical Bridges	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

INDOT BIAS 5.0 Collector Manual

BIAS Issues (Contact Information)

1. To report issues or to request additional technical support, please contact your systems administrator: help@inbridges.com, or visit Indiana's BridgeInspect™ Web site at <http://www.inbridges.com>.
2. If you need immediate assistance, please contact:
 - Gerald Nieman
INDOT-Bridge Inventory
317-232-5224
gnieman@indot.in.gov
3. For Licensing Purchases, or to reach InspectTech Sales, please contact:
 - sales@inspecttech.com